



# Understanding the Remittance Advice:

*A Guide for Medicare Providers, Physicians, Suppliers, and Billers*



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# **Understanding the Remittance Advice: A Guide for Medicare Providers, Physicians, Suppliers, and Billers**

**MAY 2005**

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This Guide was prepared as a tool to assist providers and is not intended to grant rights or impose obligations. Although every reasonable effort has been made to assure the accuracy of the information within these pages, the ultimate responsibility for the correct submission of claims and response to any Remittance Advice (RA) lies with the provider of services. The Centers for Medicare & Medicaid Services (CMS) employees, agents, and staff make no representation, warranty, or guarantee that this compilation of Medicare information is error-free and will bear no responsibility or liability for the results or consequences of the use of this guide. This publication is a general summary that explains certain aspects of the Medicare Program, but is not a legal document. The official Medicare Program provisions are contained in the relevant laws, regulations, and rulings.

For ease of reading this Guide, the term “provider” is used generally to refer to providers of all Medicare Part A and Part B services, supplies, and equipment. When information specific to a particular provider type is presented, the name of the specific provider type is used [e.g., physician, supplier, hospital, Skilled Nursing Facility (SNF)]. Institutional providers refer to hospitals, SNFs, Home Health Agencies (HHAs), hospices, and other facility-based health care organizations that submit claims to Fiscal Intermediaries (FIs) and Regional Home Health Intermediaries (RHHIs). Professional providers refer to individual (and groups of) physicians or other recognized health care practitioners and suppliers that submit claims to Carriers and Durable Medical Equipment Regional Carriers (DMERCs). For Medicare, the term “patient” is always the insured and is referred to as “beneficiary”.

**NOTE:** Under Section 911 of the Medicare, Prescription Drug, Improvement, and Modernization Act (MMA) of 2003, FIs and Carriers will be integrated into Medicare Administrative Contractors (MACs). From October 2004 through October 2011, all existing FIs and Carriers will be transitioned into MACs. For more information, visit [www.cms.hhs.gov/medicarereform/contractingreform](http://www.cms.hhs.gov/medicarereform/contractingreform) on the CMS website.

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## Medicare Provides a New Resource on Remittance Advice (RA)

The Medicare Fee-for-Service (FFS) Program serves over 85 percent of the more than 40 million Medicare beneficiaries enrolled in the Medicare Program. Medicare providers [e.g., hospitals, physicians, non-physician practitioners, clinical laboratories, Home Health Agencies (HHAs), Skilled Nursing Facilities (SNFs), Durable Medical Equipment (DME) Suppliers] submit close to 1 billion claims annually for reimbursement of health care services. These claims are processed by Medicare contractors [Fiscal Intermediaries (FIs) and Carriers] who are also responsible for a variety of activities that support the business relationship between Medicare FFS providers and the Medicare Program. Medicare contractors use the standard Remittance Advice (RA) as a means to communicate to providers claim processing decisions such as payments, adjustments, and denials, as well as data that was missing or incorrect on the incoming claims which need to be submitted or corrected before a payment decision can be made on a claim.

Everyday, Medicare FFS contractors send thousands of RAs to providers, each containing information that may affect a provider's Medicare business. Therefore, the Centers for Medicare & Medicaid Services (CMS) wants to ensure that providers sufficiently understand how to read and interpret the RA. ***Understanding the Remittance Advice: A Guide for Medicare Providers, Physicians, Suppliers, and Billers*** is one resource that CMS has developed to help the provider community gain a better understanding of the RA. Inside, you will find useful information on topics such as types of RAs, the purpose of the RA, and types of codes that appear on the RA.

The information in this Guide, which is designed as a self-help resource for providers, offers you the following benefits:

- Easy access to general information about the RA without direct personal assistance from Medicare contractor customer service staff, thus saving valuable time
- Increased ability to understand and interpret the reasons for denials and adjustments
- Reduction in the resubmission of claims
- Rapid follow-up action, resulting in quicker payment
- A useful tool for training new staff or a refresher for experienced staff

CMS is actively working to be more responsive to Medicare's 1.2 million providers. In this effort, CMS strives to deliver accurate and consistent information that will help you better understand the Medicare Program, keep up-to-date on Program changes, and effectively file claims. Our goal is to make the Medicare Program truly supportive of providers as you provide care to Medicare beneficiaries. We hope you find ***Understanding the Remittance Advice: A Guide for Medicare Providers, Physicians, Suppliers, and Billers*** to be a useful resource that you will rely on time and again.

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# PREFACE

## DISCLAIMER

**This Guide serves as a resource on how to read a Remittance Advice (RA). The information contained in this Guide was current at the time of publishing, and is intended for instructional purposes only. Chapter 3 contains information specifically for providers who receive Institutional RAs and Chapter 4 contains information specifically for providers who receive Professional RAs. Refer to the appropriate chapter for detailed information on how to read an RA, and contact the individual Medicare contractors (and view Medicare contractor websites) for the most up-to-date information.**

This Guide has been developed by the Centers for Medicare & Medicaid Services (CMS) as a resource for Medicare providers to promote a better understanding of the standard RA. This Guide contains a variety of information describing the purpose of an RA and how to read it. Specifically, this Guide highlights the process of reading an RA and describes how to interpret the fields and codes communicated by Medicare contractors: Fiscal Intermediaries (FIs), Regional Home Health Intermediaries (RHHIs), Carriers, and Durable Medical Equipment Regional Carriers (DMERCs). It is divided into the following chapters and contains reference sections at the end of the Guide.

### **Chapter 1.0 - Introduction to the Remittance Advice (RA)**

Provides an overview of the RA; includes the definition, types, uses, and descriptions of its senders and recipients.

### **Chapter 2.0 - Components of a Remittance Advice (RA)**

Provides an introduction to the different RA formats, explains the RA components, and details information on RA codes.

### **Chapter 3.0 - Reading an Institutional Remittance Advice (RA) Received from Fiscal Intermediaries (FIs) or Regional Home Health Intermediaries (RHHIs)**

Provides detailed information on how to read an Electronic Remittance Advice (ERA) and a Standard Paper Remittance Advice (SPR), and includes specific information regarding each level involved in remittance balancing. It also includes an overview of the individual field descriptions and screens of an ERA, and the individual pages and field descriptions of an SPR.

### **Chapter 4.0 - Reading a Professional Remittance Advice (RA) Received from Carriers or Durable Medical Equipment Regional Carriers (DMERCs)**

Provides a crosswalk to identify comparable fields between the ERA and the SPR, details information on how to read an SPR, and includes specific information regarding each level involved in remittance balancing.



**Reference A - Acronyms**

Contains a list of acronyms used throughout this Guide.

**Reference B - Glossary**

Contains a list of terms used throughout this Guide.

**Reference C - Websites and Phone Numbers**

Contains a list of websites and phone numbers that are referenced throughout this Guide.

**Reference D - Resources**

Contains a list of resources used to create this Guide.

**Index** - Provides page references for key terms and subjects found in this Guide. This index does not include page references for individual fields found on the ERA or the SPR.

**Field Index for Institutional RAs** - Provides Chapter 3 page references for fields found on an Institutional ERA and an SPR.

**Field Index for Professional RAs** - Provides Chapter 4 page references for fields found on a Professional SPR.

**NOTE:** This Guide does not include an index for Professional ERA fields. Refer to the crosswalk in Chapter 4 (Table 4.1) for more information on fields found on a Professional ERA.

The style conventions used for the text contained within this document are listed below:

Formatted Style	Purpose
Default	This style indicates normal text.
<i>Italic</i>	<i>This style indicates some references to other sources and highlights topics of special interest.</i>
<b>bold</b>	<b>This style highlights words defined within the text and other distinctions within text.</b>
<b><i>bold italic</i></b>	<b><i>This style directs the reader's attention to special messages within the text.</i></b>
<b>BOLD CAPS</b>	<b>THIS STYLE SIGNALS DISCLAIMERS, NOTES, OR FIELD NAMES.</b>

# CHAPTER 1: INTRODUCTION TO THE REMITTANCE ADVICE (RA)

## 1.1 WHAT IS AN RA?

A **Remittance Advice (RA)** is a notice of payments and adjustments sent to providers, billers, and suppliers. After a claim has been received and processed, a Medicare contractor produces the RA, which may serve as a companion to a claim payment(s) or as an explanation when there is no payment. The RA explains the reimbursement decisions including the reasons for payments and adjustments of processed claims.

## 1.2 WHAT ARE THE USES FOR THE RA?

Providers use the RA to post payments and to review claim adjustments. The RA also contains detailed and specific claim decision information. An adjustment may be made for any number of reasons. These reasons are identified on the RA through standardized code sets which include Group Codes, Claim Adjustment Reason Codes, and RA Remark Codes. Refer to Chapter 2 of this Guide: *Components of a Remittance Advice (RA)*, for more information on adjustments and codes.

## 1.3 WHAT ARE THE DIFFERENT TYPES OF RAs?

A provider may receive an RA from Medicare transmitted in an electronic format, called the **Electronic Remittance Advice (ERA)**, or in a paper format, called the **Standard Paper Remittance Advice (SPR)**. Although the information featured on the ERA and SPR is similar, the two formats are arranged differently, and the ERA offers some data and administrative efficiencies not available in an SPR. Chapters 3 and 4 of this Guide provide more specific detailed information on the ERA and SPR formats.

### 1.3.1 The Importance of the ERA

The ERA must be produced in the current Health Insurance Portability and Accountability Act of 1996 (HIPAA)-compliant Accredited Standards Committee (ASC) X12N 835 4010A1 format. The Secretary of the Department of Health & Human Services (DHHS) adopted ASC X12N 835 version 4010 as the standard for ERA in August 2000. In February 2003, an addendum was added and version 4010A1 became the standard.

The *ASC X12N 835 Implementation Guide: Health Care Claim Payment/Advice* defines the requirements for the form and content of ERAs. The Implementation Guide provides standardized data requirements and content for all producers of the ASC X12N 835. It provides a detailed explanation of the transaction set by defining data content,

identifying valid code sets, and specifying values that are applicable for electronic reporting of claims payment, either via a paper check or Electronic Funds Transfer (EFT). The version 4010A1 Implementation Guide adopted as the HIPAA standard can be downloaded for free at [www.wpc-](http://www.wpc-edi.com/hipaa)

[edi.com/hipaa](http://www.wpc-edi.com/hipaa) on the web. A CD-ROM is also available through that web page for a nominal fee.

For more information on the updated Medicare standardized data requirement companion guides for the ASC X12N 835, visit [www.cms.hhs.gov/providers/edi/hipaadoc1.asp](http://www.cms.hhs.gov/providers/edi/hipaadoc1.asp) on the CMS website.

## 1.4 WHY RECEIVE THE ERA?

There are several advantages to receiving the ERA. These advantages include the following:

- Faster communication and payment notification
- Faster account reconciliation through electronic posting
- Automation of follow-up action
- Paperwork reduction
- Detailed information
- Access to data in a variety of formats (e.g., PC-Print software offers four formats)

## 1.5 WHERE DOES THE RA FIT INTO THE CLAIMS PROCESSING CYCLE?

Once a claim has been received and accepted, it is processed and the appropriate payment is determined. The Medicare contractor generates the RA and sends it to the provider. If a claim does not meet coverage, medical necessity, or policy requirements, providers may have the right to appeal the claim with additional information for redetermination based on RA guidance.

## 1.6 WHO RECEIVES AN RA?

Medicare contractors send RAs to institutional and professional providers, their billers, and sometimes to a provider's designated financial institution [if enrolled in Electronic Data Interchange (EDI)]. Providers may be categorized as either accepting or not accepting assignment. Providers that accept assignment receive payment from a Medicare contractor for the claims they submitted. Providers that do not accept assignment are required to submit claims to a Medicare contractor for services, procedures, or supplies furnished for Medicare beneficiaries. The payment for those claims is sent to the beneficiaries and those providers are sent informational RAs to report the amount of payment and the adjustments made to those claims during adjudication. Providers that do not accept assignment must bill the beneficiaries to obtain payment.

**NOTE:** Institutional providers that participate in Medicare and submit claims to Fiscal Intermediaries (FIs) or Regional Home Health Intermediaries (RHHIs) must accept assignment. Some professional providers that bill Carriers or Durable Medical Equipment Regional Carriers (DMERCs) have the option to accept assignment. For more information, see the *Reference Guide for Medicare Physician & Supplier Billers* available at [www.cms.hhs.gov/medlearn](http://www.cms.hhs.gov/medlearn) on the CMS website.

An informational RA is identical to other RAs. However, an informational RA contains an RA Remark Code indicating that the provider does not have appeal rights beyond the rules that limit the liability of medical services not covered by Medicare.

## 1.6.1 Types of Medicare Providers and Contractors

### Institutional Providers Serviced by Fiscal Intermediaries (FIs) and/or Regional Home Health Intermediaries (RHHIs)

FIs process claims for:

- Hospitals (inpatient and outpatient services)
- Critical Access Hospitals (CAHs)
- Community Mental Health Centers (or Clinics) (CMHCs)
- Federally Qualified Health Centers [FQHCs (for FQHC services only)]
- Rural Health Centers (or Clinics) [RHCs (for RHC services only)]
- Skilled Nursing Facilities (SNFs)
- Psychiatric units (of a hospital)
- Indian Health Service (IHS) facilities
- Rehabilitation facilities
- Suppliers
- Other institutional providers

RHHIs process claims for Home Health Agencies (HHAs) and hospice agencies. Medicare refers to these providers as institutional providers.

### Professional Providers Serviced by Carriers and/or Durable Medical Equipment Regional Carriers (DMERCs)

Carriers process claims for individual (and groups of) physicians and other recognized health care practitioners. Medicare refers to these providers as professional providers. Professional providers include the following:

- Physicians
- Nurse practitioners
- Clinical psychologists
- Physical therapists in private practice
- Occupational therapists in private practice
- Ambulance service suppliers
- Ambulatory Surgical Centers (ASCs)
- Independent clinical laboratories
- Independent diagnostic testing facilities
- Medical faculty practice plans
- Multi-specialty clinics or group practices
- Registered dietitian/nutrition professionals
- Limited licensed practitioners
- Other qualified non-physician providers

#### Medicare Contracting Reform (MCR) Update

Section 911 of the Medicare Prescription Drug, Improvement, and Modernization Act (MMA) of 2003 enacted numerous contracting reforms. A key aspect of these reforms is that Medicare will begin integrating FIs and Carriers into a new single authority, called a Medicare Administrative Contractor (MAC). Beginning October 1, 2005, any new Medicare contractor will be called a Medicare Administrative Contractor (MAC). Also, from October 2004 through October 2011, all existing FIs and Carriers will be transitioned into MACs. Providers may access the most current MCR information to determine the impact of these changes at [www.cms.hhs.gov/medicarereform/contractingreform](http://www.cms.hhs.gov/medicarereform/contractingreform) on the CMS website.

DMERCs process claims for suppliers of Durable Medical Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS), parenteral and enteral nutrition suppliers, and pharmacies. Medicare refers to these providers as professional suppliers.

## **1.7 WHAT TO DO WITH THE RA ONCE IT IS RECEIVED**

When an ERA is received, providers may:

- Post decision and payment information automatically, for individual claims included in an RA to the appropriate beneficiary accounts when a compatible provider accounts receivable software application is being used;
- Identify the reasons for any adjustments (denials or payment reductions);
- Note when any EFT payment issued with the ERA is scheduled for deposit in the provider's bank account, or arrange for a deposit of a paper check being issued;
- Submit a secondary electronic claim that incorporates Medicare adjustment and payment data from the ERA to other health care plans that cover the beneficiary if the ERA does not indicate that Medicare has issued a Coordination of Benefits (COB) transaction;
- Submit a paper secondary claim when appropriate to other health care plans to which is attached a print-out of the Medicare ERA information for that claim;
- Print for specific payment information, as needed, by using translation software (e.g., PC-Print for institutional providers);
- Use it to quickly identify potential problems with the way the original claim was submitted, so as to avoid the same errors with similar claims in the future.

When an SPR is received, providers may:

- Post manually to accounts receivable;
- Use it to correct any errors that may have been encountered during claims processing;
- Bill secondary health care plans that cover the beneficiary.

### **Electronic Funds Transfer (EFT)**

Unless there is a specific reason that makes it difficult for a provider to use EFT, Medicare payments should be issued via EFT. This is more efficient for both the Medicare Program and providers.

## CHAPTER 2: COMPONENTS OF A REMITTANCE ADVICE (RA)

### 2.1 WHAT IS THE PURPOSE OF AN RA?

The purpose of an RA is to provide detailed payment information relative to a health care claim(s) and, if applicable, to describe why the total original charges have not been paid in full. This remittance information is provided as “justification” for the payment, as well as input to the payee’s patient accounting system/accounts receivable (A/R) and general ledger applications. The codes listed on the RA help the provider identify any additional action that may be necessary. For example, some RA codes may indicate a need to resubmit a claim with corrected information, while others may indicate whether the payment decision can be appealed.

The RA features valid codes and specific values that make up the claim payment. Some of these codes may identify adjustments. An **adjustment** refers to any change that relates to how a claim is paid differently from the original billing. There are seven general types of adjustments:

- Denied Claim
- Zero Payment
- Partial Payment
- Reduced Payment
- Penalty Applied
- Additional Payment
- Supplemental Payment

Although RAs are furnished in either electronic or paper formats, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandates that a standard format be used if transactions are performed electronically. The Accredited Standards Committee (ASC) X12N 835 version 4010A1 is the standard Electronic Remittance Advice (ERA) that complies with HIPAA requirements. The HIPAA-compliant fields and codes apply universally to all entities that transmit health care information. In addition, Medicare requires that the same codes be included in both the ERA and the Standard Paper Remittance Advice (SPR) formats. This chapter provides a general overview of RA components for all institutional and professional providers. Chapter 3 contains information on reading RAs specific to institutional providers, while Chapter 4 contains information on reading RAs specific to professional providers.

### 2.1.1 What Purpose Do Fields and Codes Serve on an RA?

Fields are used to identify areas of a claim; codes are used to categorize details of the claim. A **field** may indicate specific data about the beneficiary, or specific supplies and/or services rendered. A **code** represents a standardized reason or condition that relates to the claim or service.

**NOTE:** The field names may vary depending on the translator software used by the provider/receiver. **Translator software** converts the electronic format of an RA into a user-friendly format on the provider's computer screen. PC-Print (used by institutional providers) is an example of translator software.

### 2.2 WHICH CODES APPEAR ON AN RA?

Although several codes may appear on an RA, all of these codes may not appear at the same time. The codes are classified as medical or non-medical code sets. The medical codes contained on an 835 are generally the same codes submitted on the claims reported on the 835. In some cases, however, incoming codes might be modified during adjudication. For instance, separately billed laboratory Healthcare Common Procedure Coding System (HCPCS) codes might be bundled and paid under a single HCPCS code. When this happens, information is reported on the RA to identify both the codes that the provider submitted on the claim, as well as the bundled code so the provider will be able to associate that information on the RA with the original claim. If an examination was ever downcoded, both the paid on and the submitted CPT-4 codes would be reported on the RA.

**Medical code sets** are clinical codes used in transactions to identify what procedures, services, and diagnoses pertain to a beneficiary encounter. The codes characterize a medical condition or treatment and are usually maintained by professional societies and public health organizations. Some medical code sets are specific to a particular provider type. The medical code sets that have been approved for use by HIPAA are listed in Table 2-1.

**Table 2-1.** HIPAA-Approved Medical Code Sets

Medical Code Sets
<p><b>ICD-9-CM:</b> International Classification of Diseases, 9th Revision, Clinical Modification, Volumes 1 &amp; 2 (including the Official ICD-9-CM Guidelines for Coding and Reporting), as maintained by the Department of Health &amp; Human Services (DHHS), indicates the following conditions:</p> <ul style="list-style-type: none"> <li>• Diseases</li> <li>• Injuries</li> <li>• Impairments</li> <li>• Other health problems and their manifestations</li> <li>• Causes of injury, disease, impairment, or other health problems</li> </ul>



Medical Code Sets
<p><b>ICD-9-CM:</b> International Classification of Diseases, 9th Revision, Clinical Modification, Volume 3 Procedures (including the Official ICD-9-CM Guidelines for Coding and Reporting), as maintained by DHHS for the following procedures or other actions taken for diseases, injuries, and impairments for hospitals:</p> <ul style="list-style-type: none"><li>• Prevention</li><li>• Diagnosis</li><li>• Treatment</li><li>• Management</li></ul>
<p><b>NDCs:</b> National Drug Codes, as maintained and distributed by DHHS, in collaboration with drug manufacturers, for the following:</p> <ul style="list-style-type: none"><li>• Drugs and biologics on retail pharmacy drug transactions</li></ul> <p><b>NOTE:</b> No standard has been adopted for reporting drugs and biologics on non-retail pharmacy transactions.</p>
<p><b>CDT:</b> Current Dental Terminology, Code on Dental Procedures and Nomenclature, Version 3, as maintained by the American Dental Association (ADA), for dental services.</p>
<p><b>HCPCS Level 1 (also referred to as CPT-4):</b> The combination of Healthcare Common Procedure Coding System, as maintained and distributed by DHHS, and Current Procedural Terminology, 4th Edition, as maintained and distributed by the American Medical Association (AMA), for physician services and other health care services. These services include, but are not limited to the following:</p> <ul style="list-style-type: none"><li>• Physician services</li><li>• Physical and occupational therapy services</li><li>• Radiologic procedures</li><li>• Clinical laboratory tests</li><li>• Other medical diagnostic procedures</li><li>• Hearing and vision services</li></ul>
<p><b>HCPCS (Level 2):</b> Healthcare Common Procedure Coding System indicates all other substances, equipment, supplies, or other items used in health care services. These items include, but are not limited to the following:</p> <ul style="list-style-type: none"><li>• Medical supplies</li><li>• Orthotic and prosthetic devices</li><li>• Durable medical equipment</li><li>• Injectable drugs</li><li>• Transportation services including ambulance</li></ul>

For more information on HIPAA medical code sets, visit [www.cms.hhs.gov/hipaa/hipaa2/education/infoserie/4-tcs.pdf](http://www.cms.hhs.gov/hipaa/hipaa2/education/infoserie/4-tcs.pdf) on the CMS website.

Under HIPAA, code sets that characterize a general administrative situation, rather than a medical condition or service, are referred to as **non-clinical** or **non-medical code sets**. State abbreviations, Zip codes, telephone area codes, and race and ethnicity codes are examples of general administrative non-medical code sets. Other non-medical code sets are more comprehensive. For example, non-medical codes may describe provider areas of specialization, payment policies, the status of claims, and why claims were denied or adjusted (see Table 2-2).

**Table 2-2.** Examples of Non-Medical Code Sets

Non-Medical Code Sets
Group Codes
Claim Adjustment Reason Codes
Remittance Advice (RA) Remark Codes
Place of Service (POS) Codes
National Council for Prescription Drug Programs Reject/Payment Codes

View the latest Claim Adjustment Reason Codes and RA Remark Codes at [www.wpc-edl.com/codes](http://www.wpc-edl.com/codes) on the web.

Three non-medical code sets are used more often and are explained as follows:

- **Group Codes** - Group Codes identify the financially responsible party or the general category of payment adjustment (see Table 2-3). A Group Code must always be used in conjunction with a Claim Adjustment Reason Code.

**Table 2-3.** Group Codes for Use on an RA

Code	Payment Adjustment Category Description
<b>CO</b>	Contractual Obligation - used when a contractual agreement between Medicare and the provider, or a regulatory requirement, resulted in an adjustment. When CO is used to describe an adjustment, a provider is not permitted to bill the beneficiary for the amount of that adjustment.
<b>CR</b>	Correction and Reversal - used for correcting a prior claim. It applies when there is a change to a previously adjudicated claim.
<b>OA</b>	Other Adjustment - used when no other Group Code applies to the adjustment.
<b>PR</b>	Patient Responsibility - represents an adjustment amount that is billed to the beneficiary or insured. This Group Code is typically used for deductible and coinsurance adjustments.
<b>PI</b>	Payer Initiated - used when, in the opinion of the payer, the adjustment is not the responsibility of the beneficiary. <b>THIS IS NOT USED BY MEDICARE.</b>

- **Claim Adjustment Reason Codes** - These codes provide financial information about claim decisions. Claim Adjustment Reason Codes communicate an adjustment, or why a claim (or service line) was paid differently than it was billed (see Table 2-4). If there is no adjustment to a claim/service line, then there is no need to use a Claim Adjustment Reason Code. These codes can be found in the ADJ REASON CODES field on the ERA and the RC field on the SPR.

**Table 2-4.** Examples of Claim Adjustment Reason Codes

Code	Financial Information
1	Deductible amount
2	Coinsurance amount
3	Co-payment amount
4	The procedure code is inconsistent with the modifier used, or a required modifier is missing.
5	The procedure code/bill type is inconsistent with the place of service.
6	The procedure/revenue code is inconsistent with the patient's age.

Claim Adjustment Reason Codes were designed to replace the large number of proprietary coding systems unique to each payer used by non-Medicare health payers in the U.S. prior to HIPAA, and to relieve the burden on medical providers to interpret each of the different coding systems. These codes were developed for use by all U.S. health payers. To ensure usability by all providers and Insurers, the codes are intentionally generic.

Medicare contractors use only codes that are valid when the RA is generated. This code set is maintained and updated three times per year by a national health care code committee. Visit [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web for a listing of all Claim Adjustment Reason Codes and their descriptions.

- **RA Remark Codes** - RA Remark Codes are used in conjunction with Claim Adjustment Reason Codes on an RA to further explain an adjustment or to indicate if and what appeal rights apply (see Table 2-5). Additionally, there are some RA Remark Codes that are used to relay informational messages, even when there is no adjustment. RA Remark Codes are maintained by the Centers for Medicare & Medicaid Services (CMS), but may be used by any health care payer when appropriate. Any RA Remark Code may be reported at the service-line level or the claim level, as applicable, on any ERA or SPR. Visit [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web for a listing of RA Remark Codes and their descriptions.

**Table 2-5. Example RA Remark Codes**

Code	Informational Message
<b>M1</b>	X-ray not taken within the past 12 months or near enough to the start of treatment.
<b>M2</b>	Not paid separately when the patient is an inpatient.
<b>M3</b>	Equipment is the same or similar to equipment already being used.
<b>M4</b>	This is the last monthly installment payment for this durable medical equipment.
<b>M5</b>	Monthly rental payment can continue until the earlier of the 15th month from the first rental month, or the month when the equipment is no longer needed.
<b>N1</b>	You may appeal this decision in writing within the required time limits following receipt of this notice by following the instructions included in your contract or plan benefit documents.
<b>N112</b>	This claim is excluded from your electronic remittance advice.

### 2.2.1 Additional Medical and Non-Medical Code Sets on the RA

The following examples further describe commonly-used code sets and how the RA may vary depending upon the type of code, the type of Medicare contractor, and the type of RA the provider elects to receive.

- **Healthcare Common Procedure Coding System (HCPCS)** - The HCPCS is divided into two principal subsystems, referred to as Level I and Level II.

**Level I of the HCPCS is also referred to as Current Procedural Terminology (CPT-4) Codes.**

The CPT-4 is a uniform coding system consisting of descriptive terms and identifying codes that are used primarily to identify medical services and procedures furnished by providers. CPT-4 Codes are maintained by the American Medical Association (AMA).

For the most current HCPCS Code list, visit [www.cms.hhs.gov/medicare/hcpcs/default.asp](http://www.cms.hhs.gov/medicare/hcpcs/default.asp) on the CMS website.

**Level II of the HCPCS is a standardized coding system that is used primarily to identify products, supplies, and services not included in the CPT-4 Codes** [e.g., ambulance services and Durable Medical Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS) when used outside a physician's office]. HCPCS Level II permanent codes are maintained jointly by America's Health Insurance Plans (AHIPs), the Blue Cross and Blue Shield Association (BCBSA), and CMS (see Table 2-6).

HCPCS Codes appear on a Professional ERA and SPR. However, for Fiscal Intermediaries (FIs) processing outpatient services, HCPCS Codes do not appear on an SPR but may appear on an ERA.

**Table 2-6. Example HCPCS/CPT-4 Codes**

<b>CPT-4 (also known as HCPCS Level I)</b>	
<b>Code</b>	<b>Description</b>
<b>29405</b>	Application of short leg cast (below knee to toes)
<b>30465</b>	Surgical repair of vestibular stenosis (bilateral)
<b>69000</b>	Drainage external ear, abscess or hematoma; simple
<b>77401</b>	Radiation treatment delivery, superficial

<b>HCPCS (Level II)</b>	
<b>Code</b>	<b>Description</b>
<b>A4357</b>	Bedside drainage bag, day or night, with or without anti-reflux device, with or without tube, each
<b>B4150</b>	Enteral formula; category I; semi-synthetic intact protein/protein isolates, administered through an enteral feeding tube, 100 calories = 1 unit
<b>E0130</b>	Walker, rigid (pickup), adjustable or fixed height
<b>G0030</b>	PET myocardial perfusion imaging, single study, rest or stress
<b>J1563</b>	Injection, immune globulin, intravenous, 1g

- **International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) Codes** - Under normal circumstances, these codes do not appear on an RA. However, there are some rare cases that do require that they be included on an ERA. See Table 2-7 for institutional provider ICD-9-CM procedure code examples.

**Table 2-7. Example Institutional Provider ICD-9-CM Procedure Codes**

<b>Code</b>	<b>Description</b>
<b>V43.65</b>	Knee joint replacement
<b>V53.31</b>	Fitting/adjustment cardiac pacemaker
<b>V58.81</b>	Fitting/adjustment of vascular catheter

- **Place of Service (POS) Codes for professional claims** - POS Codes are maintained by the CMS Place of Service Workgroup, comprised of representatives of several components of CMS. POS Codes indicate the location where the billed service was provided. These codes occasionally determine payment amounts for particular services and provider specialties (see Table 2-8). A list of POS Codes is available at [www.cms.hhs.gov/states/poshome.asp](http://www.cms.hhs.gov/states/poshome.asp) on the CMS website. **These codes only apply to professional providers, including DMERC suppliers, who submit professional claims to Carriers.**

**Table 2-8. Example POS Codes**

POS Code	POS Name	POS Description
11	Office	Location, other than a hospital, Skilled Nursing Facility (SNF), military treatment facility, community health center, State or local public health clinic, or Intermediate Care Facility (ICF), where the health professional routinely provides health examinations, diagnosis, and treatment of illness or injury on an ambulatory basis.
21	Inpatient Hospital	A facility, other than psychiatric, which primarily provides diagnostic, therapeutic (both surgical and nonsurgical), and rehabilitation services by, or under, the supervision of physicians to patients admitted for a variety of medical conditions.
32	Nursing Facility	A facility which primarily provides to residents skilled nursing care and related services for the rehabilitation of injured, disabled, or sick persons, or on a regular basis, health-related care services above the level of custodial care to other than mentally retarded individuals.

### 2.2.2 How Often Are Claim Adjustment Reason Codes and RA Remark Codes Updated?

Claim Adjustment Reason and RA Remark Codes are updated three times per year. The code list is updated around April, August, and December. The latest codes may be viewed at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web. Providers can sign up for a broadcast service to receive RA Remark Code list update announcements via e-mail by visiting <http://mailman.wpc-edi.com/mailman/listinfo/remarkcodesnotification> on the web. This service notifies the provider of two events in the RA Remark Code maintenance process:

- When a new version of the list is published
- When decisions about pending requests are posted to the RA Remark Code List On-line Conference for public review

Medicare contractors may also alert providers of updated codes through bulletins, appropriate listservs, and/or on their websites. Medicare contractors must use only RA Remark Codes and Claim Adjustment Reason Codes that are valid when the RA is generated. Providers must be compliant with electronic transactions and code requirements as set by HIPAA and use the latest software provided by either Medicare or their billing software company. Updates to the RA Remark Code set may include modifications to existing codes, addition of new codes, and/or deactivation of existing codes.

### 2.2.3 Requests for Additional Codes

The maintenance committee that manages the Claim Adjustment Reason Code set meets three times a year to review all new requests. To request additional Claim Adjustment Reason Codes, or to modify an existing code, visit [www.wpc-edi.com/codes/claimadjustment](http://www.wpc-edi.com/codes/claimadjustment) to submit a request.

CMS has national responsibility for maintenance of the RA Remark Codes. Requests for a new code or modification of an existing code should be submitted to CMS via the Washington Publishing Company RA Remark Code request function at [www.wpc-edi.com/codes/remittanceadvice](http://www.wpc-edi.com/codes/remittanceadvice) on the web. Requests for codes must include the name, phone number, company name, and e-mail address of the requestor, the suggested wording for the new or revised message, and a business justification of how the message will be used and why it is needed. A fax number or mailing address is acceptable in the absence of an e-mail address.

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## **CHAPTER 3: READING AN INSTITUTIONAL REMITTANCE ADVICE (RA) RECEIVED FROM FISCAL INTERMEDIARIES (FIs) OR REGIONAL HOME HEALTH INTERMEDIARIES (RHHIs)**

### **3.1 INTRODUCTION**

Chapter 1 of this Guide introduced the uses for the Remittance Advice (RA) and the advantages of the Electronic Remittance Advice (ERA) format for providers and their billers. Chapter 2 introduced the purpose and basic components of both the electronic and paper versions of the RA.

This chapter specifically targets providers that submit claims to Fiscal Intermediaries (FIs) and Regional Home Health Intermediaries (RHHIs), and is organized in three major sections. The sections provide more detailed information on how to read the Institutional RA [professional providers that submit claims to Carriers or Durable Medical Equipment Regional Carriers (DMERCs) should refer to Chapter 4 of this Guide]. Since most institutional providers elect to receive claims information electronically, the first section provides specific guidance for reading an Institutional ERA. For providers that elect to receive this information on paper, the next section provides similar guidance for reading an Institutional Standard Paper Remittance Advice (SPR). The last section presents guidance and examples for balancing the ERA or the SPR so that the providers' records are consistent with Medicare's records.

After claims are processed by Medicare contractors, an RA is generated as a companion to the payment or as an explanation of no payment. Providers that submit claims to FIs or RHHIs receive an Institutional RA. In October 2004, Medicare began integrating FIs and Carriers into a new single authority, called a Medicare Administrative Contractor (MAC). For more information on MACs, see Chapter 1, Section 1.6.1.

The basic data elements of the RA can be alphabetic, numeric, or alphanumeric. The Health Insurance Portability and Accountability Act of 1996 (HIPAA)-compliant Accredited Standards Committee (ASC) X12N 835 format standards define data elements that appear on all Medicare RAs as "Required" or "Situational".

The required fields are mandatory for Medicare contractors to include in RA calculations. The use of situational fields depends on data content and business context (Medicare requirements), and is used if the situation applies. For example, if the payment is based on a procedure code [Healthcare Common Procedure Coding System/Current Procedural Terminology Code (HCPCS/CPT-4)] that is different from the procedure code submitted on the claim (e.g., the Medicare contractor revised the HCPCS/CPT-4 code during processing), both procedure code fields appear in the 835. If there is no difference between the adjudicated procedure code (required field) and the submitted procedure code (situational field), only the adjudicated procedure code field appears in

the 835. The submitted procedure code field does not appear because the situation does not apply.

The Institutional SPR and ERA (when viewed using the free Medicare provided PC-Print software) are standardized to ensure that the provider receives the necessary information. Institutional providers using proprietary software to receive an ERA should confirm that the software meets HIPAA-compliant ASC X12N 835 format standards and includes required and situational data elements that comply with the Medicare business context. The SPR mirrors the information provided in an ERA.

## **3.2 READING AN INSTITUTIONAL ELECTRONIC REMITTANCE ADVICE (ERA)**

### **3.2.1 ERA Basics**

Electronic Remittance Advices (ERAs) are available electronically to providers for a specified period of time determined by the Medicare contractor. For institutional providers, ERAs provide additional information that is not available on the Standard Paper Remittance Advice (SPR). This includes more detailed claim-level information, a summary based on bill type, and additional summary information. Some fields may or may not be populated depending on the claim.

**NOTE:** In the remainder of this section, both Fiscal Intermediaries (FIs) and Regional Home Health Intermediaries (RHHIs) are referred to as “Intermediaries”.

### **3.2.2 How Is an ERA Generated?**

The ERA is produced in the Health Insurance Portability and Accountability Act of 1996 (HIPAA)-compliant Accredited Standards Committee (ASC) X12N 835 format. This is often referred to as Transaction 835 (“the 835”).

The 835, sent to providers by Medicare contractors, is a variable-length record designed for wire (electronic) transmission, and is not suitable for use in application programs or for viewing by provider personnel. Providers (or the entity receiving the 835) convert this file after transmission into a flat file for manipulation within their systems. This Guide refers to the most recent version (4010A1) of the ASC X12N 835 standards.

**NOTE:** Providers who do not receive the 835 directly from Medicare need to confirm receipt of all information from the entity receiving the 835 on their behalf (i.e., financial institution). For example, Remittance Advice (RA) Remark Codes explaining any adjustment in reimbursement may not be sent regularly by the entity receiving the 835.

### **3.2.3 How Can the Information in an ERA Be Viewed?**

Since the ASC X12N 835 format is meant for electronic transfers only, the data are not easily readable. Provider personnel can view and print the information in an ERA using special software. Medicare provides the PC-Print software for this purpose. However, providers may decide to purchase their own software. Availability of the PC-Print software varies depending on the type of provider. Intermediaries are required to supply the PC-Print software free to providers within 3 weeks of a request.

PC-Print is designed to produce one of four print versions of data contained in an 835. Since PC-Print allows a provider to choose how much or how little 835 data to print, it offers a number of advantages over the SPR. The number of institutional claims submitted in batches, as well as the number of service lines can be very large. Medicare does not include service-line level data in the SPRs sent to the institutional providers that still prefer to receive SPRs since such large paper files would be very bulky and expensive to ship. Providers that want access to service-line level information must accept an 835.

A number of commercial software vendors also include software in their HIPAA suite that customers can use to print a paper version of the 835. Providers that have such software are encouraged to test its capabilities to format and report 835 data.

### 3.2.3.1 How Does PC-Print Present the ERA Information?

PC-Print offers four different options to display and print data contained within the ERA. The four options include:

**Option 1: The All Claims (AC) screen** - The AC screen displays 835 data in a manner similar to the format and content of an SPR. This screen lists all of the provider's claims that completed processing on the date indicated on the ERA, but does not show service-line data for these claims.

**Option 2: The Single Claim (SC) screen** - The SC screen provides a detailed summary of data from a single claim. An SC screen is available for each claim listed on the AC screen. This screen can provide information about denied or noncovered claims. This can be used to send a claim to a secondary or tertiary payer. Service-line data, if applicable, appears on this screen.

**Option 3: The Bill Type Summary (BS) screen** - The BS screen provides a summary of claims billed for each Type of Bill (TOB), for each provider number, and for each Fiscal Year (FY). For example, if a Home Health Agency (HHA) billed 32X and 33X claims, for FY 04 and FY 05, it would receive the following FOUR billing summaries:

- |                    |                    |
|--------------------|--------------------|
| - TOB 32X for FY04 | - TOB 32X for FY05 |
| - TOB 33X for FY04 | - TOB 33X for FY05 |

**The provider only receives a bill summary for those TOBs that were processed on this ERA.** Therefore, if only 32X claims for FY 04 were processed on this ERA, the HHA only receives one bill summary.

**Option 4: The Provider Payment Summary (PS) screen** - The PS screen provides a summary of the provider's payments from this ERA, regardless of the TOB or Fiscal Year End (FYE). However, if the provider billed claims using more than one provider number, a PS screen appears for each provider number.

### **DISCLAIMER**

**In this portion of the Guide, ERA examples are shown as they would be displayed in PC-Print. This format may appear different depending on the type of software used to view the ERA.**

**The data field names and definitions presented in the screen-by-screen breakdown of this section are the same between Medicare contractors. Some data fields in this section are situational and may not apply to every provider type. This Guide is based on the 4010A1 ERA format.**

**The PC-Print software and HIPAA code sets (medical and non-medical) are subject to periodic revision. Therefore, providers should update their software and reliance on this Guide when required.**

### 3.2.4 The All Claims (AC) Screen (Institutional ERA)

The AC screen allows users to view information for multiple claims at a glance. This screen provides a listing of all of the provider's claims that completed processing on the date indicated on the ERA. Names displayed on the Institutional ERA are in alphabetical order by last name.

The example AC screen shown in Figure 3-1 contains RA information for three separate claims. The lines and bold numbers on the left were added to designate particular sections of the ERA that are discussed on the following pages. Section 1 contains the field names of each position in each AC record. Section 2 contains the data for each of the three claims. The ten columns of data for each claim correspond to the ten columns of header information in Section 1. The following pages contain information regarding the header fields that are divided into 10 columns.

1		PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
2		ICN NUMBER	HIC NUMBER	THR DT	COVDV/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND	
3		CLAIM #	CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV/CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
		NAME CHG=xx	HIC CHG=xx	TOB=xxx	ICV LN	INCV L	COVD CHGS	INFE TECH	MSP LIAB	NETESRD AMT	ICONT ADJ
1		BROWN	S	111111	030318	0	10021.25	127	0.00	0.000	0.00
2		20205302000001	55555555	030318	0	10021.25	0.00	0.00	0.00	0.00	0.00
3		NAME CHG=QC	HIC CHG=MR	TOB= 214	0	0	0.00	0.00	0.00	0.00	0.00
1		JONES	J	111112	030319	0	3347.00	184	0.00	0.000	0.00
2		20205302000002	66666666	030319	0	0.00	0.00	0.00	0.00	0.00	0.00
3		NAME CHG=QC	HIC CHG=MR	TOB= 214	0	0	0.00	0.00	0.00	0.00	0.00
1		SMITH	S M	111113	030320	0	3629.75	422	0.00	0.000	0.00
2		20205302000003	77777777	030320	0	0.00	0.00	0.00	0.00	0.00	0.00
3		NAME CHG=QC	HIC CHG=MR	TOB= 214	0	0	0.00	0.00	0.00	0.00	0.00
										1957.74	1672.01

Displaying claims 1 through 3 of the total 3 claims. Claim 1 is currently selected. [5/1]

Figure 3-1. The Institutional ERA All Claims (AC) Screen

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

**Figure 3-2.** Header Information for Claims Listed on the AC Screen

### 3.2.4.1 Column 1 of the AC Screen (Institutional ERA)

**PATIENT NAME** - This field displays the last name, first name (may be first initial only), and middle initial (if known/available) of the beneficiary under which the claim was processed. If a claim was submitted by the provider using the name Jane Smith, but during processing Medicare records indicate the name of record for that beneficiary is listed as Jane Jones on the Common Working File (CWF), then the RA shows the name “Jones Jane” in this field. See the NAME CHG=xx field description that follows.

**ICN NUMBER** - This field displays the Internal Control Number (ICN). The 14-digit ICN is a unique number assigned to the claim at the time it is received by the Intermediary. It is used to track and monitor the claim. The first six digits reflect when the claim was received. The first digit is a century code (“1” indicates 1900-1999 and “2” indicates 2000 and after). The second two digits indicate the last two digits of the year that the claim was received. The next three digits indicate the day of the year the claim was submitted, out of 365 days (366 in a leap year). The last eight digits are a unique set of numbers assigned by Medicare contractors.

**EXAMPLE:** A claim with ICN number 20205302000001 would have been received on February 22, 2002.

**CLAIM #** - This field reflects the claim number assigned by PC-Print to each claim [for Home Health Agencies (HHAs). This can be a Request for Anticipated Payment (RAP)] printed on the ERA.

**CLM STATUS** - This field indicates the status of the claim (i.e., the payment result when the claim completed processing). These codes are consistent on both ERAs and SPRs. See Table 3-1 for codes used by Medicare to indicate the status of a processed claim.

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

**Table 3-1.** Claim Status Codes Used by Medicare

Code	Description
1	Paid as primary.
2	Paid as secondary.
3	Paid as tertiary.
4	Denied (this claim status shows when a claim is denied or rejected).
19	Medicare paid primary and the Intermediary sent the claim to another insurer.
20	Medicare paid secondary and the Intermediary sent the claim to another insurer.
21	Medicare paid tertiary and sent the claim to another insurer.
22	Adjustment to prior claim, reversal to previous payment [this claim status also shows when a claim is cancelled (TOB XX8), including RAPs that have auto cancelled or been cancelled by the provider].
23	Not a Medicare claim and the Intermediary sent claim to another insurer.

**NAME CHG=xx** - This field indicates whether the beneficiary's name was changed during the processing of the claim. See Table 3-2 for the qualifiers associated with a beneficiary name change.

**Table 3-2.** Qualifiers Associated with Beneficiary Name Change

Qualifier	Description
QC	<b>No name change:</b> the name used to process the claim is the same as the name that was submitted on the claim.
74	<b>Name change:</b> the beneficiary's name was changed during the processing of the claim. The name the claim was processed with shows in the PATIENT NAME field.

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

### 3.2.4.2 Column 2 of the AC Screen (Institutional ERA)

**PATIENT CNTRL NUMBER** - This field displays the Patient Control Number (PCN) that was submitted on the claim. The PCN is usually assigned by providers to each admission and provides an easy method for applying receipt of payment for a particular beneficiary.

**HIC NUMBER** - This field displays the Health Insurance Claim (HIC) number of the beneficiary for whom the claim was processed. For example, a claim was submitted by the provider using the HIC number 123456789A. If the beneficiary's HIC number was changed to 987654321B on the CWF, then the RA shows the HIC number 987654321B in this field. See the HIC CHG=x field description below.

**MEDICAL REC NUMBER** - This field displays the Medical Record Number (MRN) that was submitted on the claim. The MRN can be used by providers as part of their own internal record keeping.

**HIC CHG=x** - This field indicates whether the beneficiary's HIC number was changed during claim processing. See Table 3-3 for the qualifiers associated with a beneficiary HIC number change.

**Table 3-3.** Qualifiers Associated with Beneficiary HIC Number Change

Qualifier	Description
HN	<b>No HIC change:</b> the beneficiary's HIC number used to process the claim is the same as the HIC number that was submitted on the claim.
C	<b>HIC change:</b> the beneficiary's HIC number was changed during the processing of the claim. The HIC number the claim was processed with shows in the HIC NUMBER field. If the HIC number has changed, it is important to note the change for future reference.

**TOB=xxx** - This field indicates the TOB that the claim data reflects. The TOB is a 3-digit numeric code that identifies what type of provider is billing and in what sequence. If the claim was fully denied, the TOB changes to XX0. See Table 3-4 for details regarding the TOB code structure.



**Table 3-4. Type of Bill Code Structure**

<b>Type of Bill (Code Structure)</b>	
<b>1st DIGIT - TYPE OF FACILITY</b>	
1	Hospital
2	Skilled Nursing Facility (SNF)
3	Home Health
4	Religious Non-Medical (Hospital)
5	Religious Non-Medical (Extended Care)
6	Intermediate Care
7	Clinic or Hospital Based Renal Dialysis Facility (Requires special information in second digit below)
8	Special Facility or hospital ASC surgery (Requires special information in second digit below)
9	Reserved for National Assignment
<b>2nd DIGIT - (EXCEPT CLINICS AND SPECIAL FACILITIES) - BILL CLASSIFICATION</b>	
1	Inpatient Part A
2	Hospital Based or Inpatient (Part B) (Includes HHA visits under a Part B plan of treatment)
3	Outpatient (Includes HHA visits under Part A plan of treatment and use of HHA DME under a Part A plan of treatment)
4	Other (Part B) (Includes HHA medical and other health services not under a plan of treatment, SNF diagnostic clinical laboratory services to "non-patients", and referred diagnostic services)
5	Intermediate Care - Level I
6	Intermediate Care - Level II
7	Subacute Inpatient (Revenue Code 19X required)
8	Swing bed (Indicates billing for SNF level of care in a hospital with an approved swing bed agreement)
9	Reserved for National Assignment
<b>2nd DIGIT - (CLINICS ONLY) - BILL CLASSIFICATION</b>	
1	Rural Health Clinic (RHC)
2	Hospital Based or Independent Renal Dialysis Facility
3	Free-Standing Provider-Based Federally Qualified Health Centers (FQHCs)
4	Outpatient Rehabilitation Facility (ORF)
5	Comprehensive Outpatient Rehabilitation Facility (CORF)
6	Community Mental Health Center (or Clinic) (CMHC)
7&8	Reserved for National Assignment
9	Other
<b>2nd DIGIT - (SPECIAL FACILITIES ONLY) - BILL CLASSIFICATION</b>	
1	Hospice (Non-Hospital Based)
2	Hospice (Hospital Based)
3	Ambulatory Surgical Center Services to Hospital Outpatients (ASC)
4	Free Standing Birthing Center
5	Critical Access Hospitals (CAHs)
6	Residential Facility (Not used for Medicare)
7&8	Reserved for National Assignment
9	Other

Type of Bill (Code Structure)	
3 <sup>rd</sup> DIGIT - BILL CLASSIFICATION	
0	Non-Payment / Zero Claim
1	Admit Through Discharge Claim
2	Interim - First Claim [Also used for Home Health Prospective Payment System (HHPPS) Request for Anticipated Payment (RAP)]
3	Interim - Continuing Claim(s)
4	Interim - Last Claim
7	Replacement of Prior Claim (Initiated by Provider)
8	Void / Cancel of Prior Claim (Initiated by Provider)
9	Home Health Prospective Payment System (HHPPS) Final Claim
F-P	Adjustment Claims (Not initiated by Provider)

**EXAMPLE:** In a 214 TOB, the “2” indicates a Skilled Nursing Facility (SNF); the “1” indicates an inpatient stay; and the “4” indicates that the beneficiary was discharged.

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM #	CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT
NAME CHG=xx	HIC CHG=x	TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT
									NET. REIMB

### 3.2.4.3 Column 3 of the AC Screen (Institutional ERA)

**FRM DT** - This field indicates the start date of services on the processed claim.

**THR DT** - This field indicates the last date of services on the processed claim.

**PAT ST** - This field indicates the patient status code that was billed on the claim. Patient status codes appear only on ERAs for institutional inpatients, and indicate the beneficiary's status as of the through date of the billing period. For example, 01 indicates that the beneficiary was discharged to home.

**CV LN** - This field indicates the number of covered lines billed on the claim.

The most current list of patient status codes can be found in the Claims Processing Manual, Chapter 25, Section 60, in the definition of Form Locator (FL) 22 - Patient Status, at [www.cms.hhs.gov/manuals/104\\_claims/clm104c25.pdf](http://www.cms.hhs.gov/manuals/104_claims/clm104c25.pdf) on the CMS website.

- **For claims that are denied or rejected**, this field shows a zero. The field also shows a zero when no payment can be made by Medicare. For example, if the beneficiary's primary insurance paid more than Medicare would have paid, no payment is made by Medicare.
- **For cancelled claims**, this field is negative.
- **For home health RAPs**, this field shows a zero, but for **home health final claims**, it shows the number of covered visits.
- **For an inpatient hospital, SNF, and swing bed**, this value shows the number of covered days in the inpatient stay.
- **For outpatient services at a hospital, Community Mental Health Center (or Clinic) (CMHC), SNF, Rural Health Clinic (RHC), Renal Dialysis Facility (RDF), Comprehensive Outpatient Rehabilitation Facility (CORF), and other outpatient therapies**, this field shows a zero.

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

### 3.2.4.4 Column 4 of the AC Screen (Institutional ERA)

**COST** - This field indicates the number of days used and applied to the Medicare Cost Report (MCR).

- A value displays in this field for **inpatient hospital, SNF, swing bed, and home health final claims**.
- This field does not apply to and shows a zero for **RHC, home health RAPs, hospice, outpatient hospital, outpatient SNF, CMHC, CORF, Outpatient Physical Therapy (OPT), and RDF claims**.
- **For cancelled claims**, this field is negative.
- **For claims that are denied or rejected**, this field shows a zero.

**COVDV** - This field indicates the number of covered days or visits.

- No value is displayed in this field in Figure 3-1; however, a value appears in this field for **inpatient hospital, SNF, swing bed, and home health final claims**.
- This field does not apply to and shows a zero for **RHC, hospice, outpatient hospital, outpatient SNF, CMHC, CORF, OPT, RDF, and home health RAPs**.
- **For cancelled claims**, this field is negative.
- **For claims that are denied or rejected**, this field shows a zero.

**NCVDV** - This field shows the number of noncovered days or visits. Noncovered days or visits are submitted by the provider when it is known that the days or visits are not covered by Medicare. Providers do not anticipate payment on noncovered days or visits they submit. A value shows in this field when the provider has submitted noncovered days or visits, or the day(s) or visit(s) was/were partially denied through Medical Review (MR). A value shows in this field **for an inpatient hospital and SNF**. A value also shows in this field **for home health final claims** in cases where partially denied services result in a Low Utilization Payment Adjustment (LUPA).

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

**NCV L** - This field identifies noncovered lines. Noncovered lines are submitted by the provider when it is known that the lines are not covered by Medicare. Providers do not anticipate payment on submitted noncovered lines.

- **For home health providers**, this field displays a value (that corresponds to the number of visits denied on the claim) when a visit has been denied by MR.
- **For an inpatient hospital and SNF**, this field displays a value when leave of absence days (revenue code 180) are billed and when a noncovered level of care (occurrence span code 74) is billed.
- **For an outpatient hospital**, this field shows a zero when the noncovered line is submitted by the provider.
- This field also displays a value when the beneficiary's primary insurer paid more than what Medicare would have paid (and thus, the lines/days are noncovered).

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

### 3.2.4.5 Column 5 of the AC Screen (Institutional ERA)

**REPTD CHGS** - This field shows the dollar amount of charges submitted by the provider or that are covered by Medicare. This amount does not necessarily impact the provider's reimbursement amount. **For cancelled claims and RAPs (TOB XX8)**, this amount is negative.

**NCVD/DENIED** - This field identifies the dollar amount of noncovered or denied charges.

- **For all institutional provider types**, a dollar amount shows in this field when a claim has noncovered and/or denied charges at the line or claim level (except for Reason Codes A2, 1, 2, 23, 42, 45, 66, 70, 89, 94, 118, and 122).
- **For providers subject to the Outpatient Prospective Payment System (OPPS)**, an amount also shows in this field when a service is bundled and not separately reimbursable.
- **For Critical Access Hospitals (CAHs)**, an amount also shows in this field when the payment for this service is included in the allowance for the basic service/procedure.
- **For RDF providers**, services paid under the per diem/composite rate are not separately reimbursable.

*To determine why the charges were noncovered/denied, see the ADJ REASON CODES and REMARK CODES fields on the SC screen in Section 3.2.5.5. The current codes may be found at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.*

**CLAIM ADJS** - This field reflects the claim-level adjustments.

- **For an inpatient hospital or SNF**, this amount is typically the difference between the COVD CHGS amount and the DRG AMOUNT. If the amount of the COVD CHGS is less than the DRG AMOUNT, this amount is negative.
- **For an outpatient hospital or home health provider**, the amount in this field reflects an outlier payment (see the OUTLIER field on the SC screen in Section 3.2.5.4). The outlier payment equals the difference between the ALLOW/REIM amount and the NET. REIMB amount.
- **For other outpatient services**, this amount is negative.

1	2	3	4	5	6	7	8	9	10	
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST	
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND	
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT	
NAME CHG=xx	HIC CHG=x	TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

- **For RHC, CAH, CORF, and swing bed claims,** this field shows a zero.
- **For outpatient SNF, RDF, CMHC, and other outpatient therapy claims,** this field also shows a zero.

**COVD CHGS** - This field displays the dollar amount of covered charges. If all submitted services/visits are covered, this amount is the same as the amount in the REPTD CHGS field. If any of the services/visits are noncovered/denied or reduced, this amount differs from the amount in the REPTD CHGS field.

- **For cancelled claims,** this amount is negative.
- **For denied claims,** this field displays a zero.
- **For RDFs,** the amount in the REPTD CHGS field consistently does not match the amount in the COVD CHGS field.

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM #	CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT
NAME CHG=xx	HIC CHG=x	TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT
									NET. REIMB

### 3.2.4.6 Column 6 of the AC Screen (Institutional ERA)

**DRG NBR** - This field reflects the Diagnosis Related Group (DRG) number assigned to the claim. The DRG number is determined based on the age, sex, discharge status, principal diagnosis, secondary diagnosis, and procedures performed on the beneficiary.

- A value only displays in this field **for inpatient hospitals**.

**DRG AMOUNT** - This field displays a dollar amount associated with the DRG number. This amount is calculated by the PRICER software.

- **For inpatient hospitals and SNFs**, this field displays an amount. If the claim is cancelled, this amount is negative.
- **For SNFs**, this is the dollar amount associated with the billed Medicare Resource Utilization Group (RUG).
- **For RHC, HHA, outpatient hospital, outpatient SNF, swing bed, CMHC, CORF, OPT, End Stage Renal Disease (ESRD), and hospice claims**, this field shows a zero.

**DRG O-C** - This field indicates the DRG operating payments and capital payments amount. This amount is factored into and is part of a hospital's Prospective Payment System (PPS) payment, and is based on operating costs and capital expenditures.

**NEW TECH** - This field reflects the dollar amount of the funds Medicare pays for "new technology" drugs and devices. This is in addition to the regular payment.



1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

#### HHA Claims Only Information

The four fields described below are unique to **HHA**s who have PC-Print version 2.01 or higher. These four fields replace the previous four fields seen by all other provider types and HHAs who do not have PC-Print version 2.01 or higher: DRG NBR, DRG AMOUNT, DRG O-C, and NEW TECH. The following conditions apply to all the fields in this section:

- **For RAPs, rejected claims, and cancelled RAPs**, these fields show a zero.
- **For cancelled final claims**, these fields are negative.

**SN DAYS** - This field indicates the number of covered Skilled Nursing (SN) units, reflective of the 15-minute increment billing covered on the claim. For example, a claim is processed with six covered skilled nursing visits, each with two units. Under the SN DAYS field, the ERA shows 12 units.

**PT DAYS** - This field indicates the number of covered Physical Therapy (PT) units, reflective of the 15-minute increment billing covered on the claim.

**ST DAYS** - This field indicates the number of covered Speech Therapy (ST) units, reflective of the 15-minute increment billing covered on the claim.

**OT DAYS** - This field indicates the number of covered Occupational Therapy (OT) units, reflective of the 15-minute increment billing covered on the claim.

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

### 3.2.4.7 Column 7 of the AC Screen (Institutional ERA)

**OUTLIER AMT** - This field reflects the dollar amount of an outlier paid for a particular claim. Outliers are cases that, although classifiable into a specific DRG, have exceptionally high costs.

**DEDUCTIBLES** - This field displays the dollar amount applied to the beneficiary's deductible. The beneficiary (or other insurer if applicable) is responsible for paying the provider the amount shown in this field. Deductibles vary by Medicare benefit (e.g., Part A hospital deductible, Part B deductible, blood deductible).

**EXAMPLE:** Part A deductibles apply to hospitals. For 2005, there is a deductible of \$912.00 for days 1-60 for each benefit period.

**NOTE:** Any services billed by an institutional provider, but paid from the Part B Medicare Trust Fund, may have a Part B deductible amount associated with this field. This is currently a yearly deductible amount of \$110 for 2005. This has a Group Code of "PR". See Table 2-3 in Chapter 2 for a list of Group Codes.

Deductible amounts are subject to change annually.

**COINS AMT** - This field shows the total dollar amount of coinsurance for which the beneficiary is responsible. The beneficiary (or other insurer if applicable) is responsible for paying the provider the amount shown in this field.

- **For cancelled claims**, this amount is negative.
- **For outpatient hospital, RDF, OPT, RHC or any other services in which a coinsurance would be applicable**, this field shows an amount.

**EXAMPLE:** SNF coinsurance under Part A is \$114.00 per day for 2005, which must be paid by the beneficiary for days 21-100 in the SNF. Medicare pays in full for days 1-20.

**NOTE:** Coinsurance amounts are subject to change annually.

**MSP LIAB MET** - This field indicates that the Medicare Secondary Payer (MSP) liability (beneficiary and/or provider liability) was met by another payer.

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

#### HHA Claims Only Information

The two fields described below are unique to **HHAs** who have PC-Print version 2.01 or higher. These two fields replace the previous two fields seen by all other provider types and HHAs who do not have PC-Print version 2.01 or higher: OUTLIER AMT and DEDUCTIBLES. The following conditions apply to all the fields in this section:

- **For RAPs, rejected claims, and cancelled RAPs**, these fields show a zero.
- **For cancelled final claims**, these fields are negative.

**MS DAYS** - This field indicates the number of covered Medical Social (MS) worker units, reflective of the 15-minute increment billing covered on the claim.

**NA DAYS** - This field indicates the number of covered Nurses Aide (NA) (home health aide) units, reflective of the 15-minute increment billing covered on the claim.

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

### 3.2.4.8 Column 8 of the AC Screen (Institutional ERA)

**REIMB RATE** - This field identifies the per diem amount or percentage of reimbursement paid to a provider, depending on how the provider is reimbursed, for an individual claim. This value only applies to cost reimbursed services.

**MSP PRI PAY** - This field indicates the MSP Primary Payer amount. An amount shows in this field when the primary insurance has made payment towards the services on this claim. The amount is consistent with the amount reported by the provider on the claim.

**PROF COMP** - This field indicates whether a physician's professional component was billed on the claim as part of a technical component. This field **applies to CAHs** who have chosen the applicable payment methodology. This field shows the dollar amount of the billed professional component.

**ESRD AMT** - This field indicates the ESRD Network Reduction amount and **only applies to RDFs**. This is the amount that Medicare's payment is reduced by to help fund the ESRD Network. The current amount is \$.50 per covered session.

**EXAMPLE:** A processed claim with six covered sessions shows an amount of \$3.00 in the ESRD AMT field on the ERA.

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM #	CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT
NAME CHG=xx	HIC CHG=x	TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT
									NET. REIMB

### 3.2.4.9 Column 9 of the AC Screen (Institutional ERA)

**ALLOW/REIM** - This field indicates the allowable reimbursement amount for the covered services, which may include any deductible for which the beneficiary is responsible.

**PROC CD AMT** - This field indicates the procedure code amount.

- **For OPPTS services**, this amount reflects the difference between the REPTD CHGS and the NCVD/DENIED fields.
- **For outpatient services paid under the Medicare Fee Schedule (MFS)**, this is the total reimbursement amount for all of the covered services under the MFS. For more information about the Medicare Physician Fee Schedule, go to [www.cms.hhs.gov/physicians/pfs](http://www.cms.hhs.gov/physicians/pfs) on the CMS website.
- **For an RDF**, this amount is the rate multiplied by the number of covered units.
- **For an RHC**, this amount is the covered charge.
- **For inpatient hospital, SNF, swing bed, and CAH claims**, this field shows a zero.

**LINE ADJ AMT** - This field indicates the total of line item adjusted amounts. For some providers, this is the difference between the provider-billed amount (REPTD CHGS field) and the amount reimbursed by Medicare (NET. REIMB field) for all revenue code lines less the coinsurance amount (COINS AMT field) and the deductible amount (DEDUCTIBLES field).

- **For RDF providers**, in addition to subtracting the coinsurance, the ESRD AMT must also be subtracted.
- **For inpatient hospital and swing bed claims**, this field shows a zero.
- **For home health final claims**, the amount in this field is equal to the amount in the REPTD CHGS field.
- **For paid RAPs and cancelled RAPs and claims**, this field shows a zero.

**CONT ADJ AMT** - This field indicates an adjustment resulting from a contractual agreement between the payer and payee, or a regulatory requirement. Generally, these adjustments are considered a write-off for the provider and are not billed to the beneficiary. The Group Code "CO" is used for these adjustments.

1	2	3	4	5	6	7	8	9	10
PATIENT NAME	PATIENT CNTRL NUMBER	FRM DT	COST	REPTD CHGS	DRG NBR	OUTLIER AMT	REIMB RATE	ALLOW/REIM	INTEREST
ICN NUMBER	HIC NUMBER	THR DT	COVDV	NCVD/DENIED	DRG AMOUNT	DEDUCTIBLES	MSP PRI PAY	PROC CD AMT	PAT REFUND
CLAIM # CLM STATUS	MEDICAL REC NUMBER	PAT ST	NCVDV	CLAIM ADJS	DRG O-C	COINS AMT	PROF COMP	LINE ADJ AMT	PERDIEM AMT
NAME CHG=xx	HIC CHG=x TOB=xxx	CV LN	NCV L	COVD CHGS	NEW TECH	MSP LIAB MET	ESRD AMT	CONT ADJ AMT	NET. REIMB

### 3.2.4.10 Column 10 of the AC Screen (Institutional ERA)

**INTEREST** - This field displays an amount when Medicare has paid interest on a claim. Interest is paid by Medicare when a clean claim is not paid in a timely manner.

**PAT REFUND** - This field indicates the beneficiary refund amount. This is the amount the provider owes the beneficiary for overpaid deductible and coinsurance.

**PERDIEM AMT** - This field identifies the per diem amount to be paid for an individual claim for providers who are reimbursed on a per diem basis. If the provider is reimbursed based on a percentage of charges, this field identifies the percentage. Few providers remain that are still reimbursed by per diem rates. Therefore, for most providers, this field shows a zero.

**NET. REIMB** - This field displays the net reimbursement for the total claim(s).

### 3.2.5 The Single Claim (SC) Screen (Institutional ERA)

The SC screen provides a detailed summary of data from a single claim. An SC screen is available for each claim listed on the AC screen. This screen can provide information about denied or noncovered claims. Important information such as Claim Adjustment Reason Codes and RA Remark Codes can also be found on this screen.

Figure 3-3 is an example of an SC screen. While the AC screen shows information for multiple claims at once, the SC screen only shows one claim at a time. Use the arrow buttons in the PC-Print software to move from claim to claim.

In Figure 3-3, the SC screen has been divided into six separate sections for easy reference. The individual fields are described, by section, on the following pages.

**1**

Medicare National Standard Intermediary Remittance Advice  
FPE: 06/30/2003  
PAID: 06/05/2003  
CLM#: 1  
TOB: 214  
308765432  
TRANSFER TO (COB): BEACON INSURANCE COMPANY ID CODE: B32202001  
PATIENT: BROWN SUSAN PCN: 111111  
HIC: 55555555 SVC FROM: 03/18/2003 MRN:  
PAT STAT: CLAIM STAT: 19 THRU: 03/18/2003 ICN: 20205302000001

**2**

CHARGES:  
10021.25=REPORTED  
10021.25=NCVD/DENIED  
0.00=CLAIM ADJS  
0.00=COVERED

**3**

DAYS/VISITS:  
0=COST REPT  
0=COVD/UTIL  
0=NON-COVERED  
0=COVD VISITS  
0=NCOV VISITS

**4**

PAYMENT DATA: 127=DRG  
0.00=DRG AMOUNT  
0.00=DRG/OPER/CAP  
0.00=LINE ADJ AMT  
0.00=OUTLIER  
0.00=CAP OUTLIER  
0.00=CASH DEDUCT  
0.00=BLOOD DEDUCT  
0.00=COINSURANCE  
0.00=PAT REFUND  
0.00=MSP LIAB MET  
0.00=REIM RATE  
0.00=MSP PRIM PAYER  
0.00=PROF COMPONENT  
0.00=ESRD AMOUNT  
0.00=PROC CD AMOUNT  
0.00=ALLOW/REIM  
0.00=G/R AMOUNT  
0.00=INTEREST  
0.00=CONTRACT ADJ  
0.00=PER DIEM AMT  
0.00=NET REIM AMT

**5**

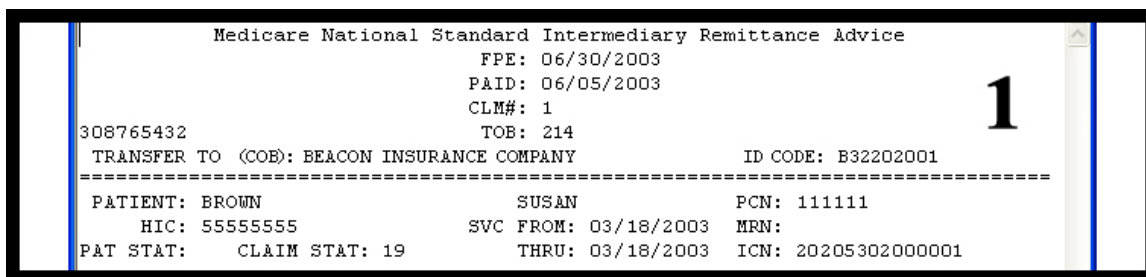
ADJ REASON CODES: CO B18 10021.25  
REMARK CODES:

**6**

Total claims: 3

**Figure 3-3.** The Institutional ERA Single Claim (SC) Screen

**NOTE:** For an example of when Section 6 is populated, refer to Section 3.2.5.6.



```

Medicare National Standard Intermediary Remittance Advice
FPE: 06/30/2003
PAID: 06/05/2003
CLM#: 1
TOB: 214
308765432
TRANSFER TO (COB): BEACON INSURANCE COMPANY
ID CODE: B32202001
=====
PATIENT: BROWN
SUSAN
PCN: 111111
HIC: 55555555
SVC FROM: 03/18/2003
MRN:
PAT STAT: CLAIM STAT: 19
THRU: 03/18/2003
ICN: 20205302000001
  
```

**Figure 3-4.** Header Information on the SC Screen

### 3.2.5.1 Section 1 of the SC Screen - Header Information (Institutional ERA)

**FPE** - This field reflects the provider's Fiscal Period End (FPE).

**PAID** - This field indicates the date the claim was paid.

**CLM#** - This field reflects the claim number assigned by PC-Print to each RAP/claim printed on the ERA. This number matches the claim number shown on the AC screen.

**Medicare Provider Number** - This field indicates the Medicare Provider Number of the provider receiving the ERA. The Medicare Provider Number is the number assigned to the provider for billing and identification purposes. This field is displayed without a field label. In Figure 3-4, the Medicare Provider Number is shown as "308765432".

**NOTE:** The National Provider Identifier (NPI) will eventually replace the Medicare Provider Number.

**TOB** - This field indicates the TOB with which the claim was processed. The value in this field is consistent with the value of the TOB=xxx field on the AC screen. See Table 3-4 in Section 3.2.4.2 for details regarding the TOB code structure.

**TRANSFER TO (COB)** - Some claims, such as the claim shown in Figures 3-3 and 3-4, show this field. This field is displayed when a claim is being forwarded to a beneficiary's supplemental Insurer. The supplemental Insurer's name usually appears in this field.

**ID CODE** - This field indicates the identification code of the supplemental Insurer in the TRANSFER TO (COB) field.

**PATIENT** - This field provides the beneficiary's last name, first name (may be first initial only), and middle initial (if known/available) used in the processed claim.

**HIC** - This field indicates the HIC number with which the claim was processed.

**PAT STAT** - This field indicates the patient status code that was billed on the claim. Patient status codes appear only on ERAs for institutional inpatients, and indicate the beneficiary's status as of the through date of the billing period. For example, 01 indicates that the beneficiary was discharged to home.

The most current list of patient status codes can be found in the Claims Processing Manual, Chapter 25, Section 60, in the definition of Form Locator (FL) 22 - Patient Status, at [www.cms.hhs.gov/manuals/104\\_claims/clm104c25.pdf](http://www.cms.hhs.gov/manuals/104_claims/clm104c25.pdf) on the CMS website.



Medicare National Standard Intermediary Remittance Advice			
FPE: 06/30/2003		1	
PAID: 06/05/2003			
CLM#: 1			
TOB: 214			
308765432	TRANSFER TO (COB): BEACON INSURANCE COMPANY		ID CODE: B32202001
=====			
PATIENT: BROWN	SUSAN	PCN: 111111	
HIC: 55555555	SVC FROM: 03/18/2003	MRN:	
PAT STAT:	CLAIM STAT: 19	THRU: 03/18/2003	ICN: 20205302000001

**CLAIM STAT** - This field indicates the status of the claim (i.e., the payment result when the claim completed processing). These numbers are consistent on both an ERA and an SPR. See Table 3-1 in Section 3.2.4.1 for codes used by Medicare to indicate the status of a processed claim.

**SVC FROM** - This field indicates the start date of services on the processed claim.

**THRU** - This field indicates the last date of services on the processed claim.

**PCN** - This field displays the PCN that was submitted on the claim. The PCN is usually assigned by providers to each admission and provides an easy method for applying receipt of payment for a particular beneficiary.

**MRN** - This field displays the MRN that was submitted on the claim. The MRN is used by providers as part of their own internal record keeping.

**ICN** - This field contains the ICN assigned to the claim. The 14-digit ICN is a unique number assigned to the claim at the time it is received by the Intermediary. It is used to track and monitor the claim. The first six digits reflect when the claim was received. The first digit is a century code ("1" indicates 1900-1999 and "2" indicates 2000 and after). The second two digits indicate the last two digits of the year that the claim was received. The next three digits indicate the day of the year the claim was submitted, out of 365 days (366 in a leap year). The last eight digits are a unique set of numbers assigned by Medicare contractors.

**EXAMPLE:** A claim with ICN number 20205302000001 would have been received on February 22, 2002.

### 3.2.5.2 Section 2 of the SC Screen - CHARGES (Institutional ERA)

**REPORTED** - This field shows the dollar amount of charges submitted by the provider or that are covered by Medicare. This amount does not necessarily impact the provider's reimbursement amount. **For cancelled claims and RAPs (TOB XX8)**, this amount is negative.

<b>CHARGES :</b>	
<b>2</b>	10021.25=REPORTED
	10021.25=NCVD/DENIED
	0.00=CLAIM ADJS
	0.00=COVERED

**Figure 3-5.** Charges Data on the SC Screen

**NCVD/DENIED** - This field identifies the dollar amount of noncovered or denied charges.

- **For all institutional provider types**, a dollar amount shows in this field when a claim has noncovered and/or denied charges at the line or claim level (except for Reason Codes A2, 1, 2, 23, 42, 45, 66, 70, 89, 94, 118, and 122).
- **For providers subject to the OPPIs**, an amount also shows in this field when a service is bundled and not separately reimbursable.
- **For CAHs**, an amount also shows in this field when the payment for this service is included in the allowance for the basic service/procedure.
- **For RDF providers**, services paid under the per diem/composite rate are not separately reimbursable.

*To determine why the charges were noncovered/denied, see the ADJ REASON CODES and REMARK CODES fields on the SC screen in Section 3.2.5.5. The current codes may be found at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.*

**CLAIM ADJS** - This field reflects the claim-level adjustments.

- **For an inpatient hospital or SNF**, this amount is typically the difference between the COVERED amount and the DRG AMOUNT. If the amount of the COVERED is less than the DRG AMOUNT, this amount is negative.
- **For an outpatient hospital or home health provider**, the amount in this field reflects an outlier payment (see the OUTLIER field on the SC screen in Section 3.2.5.4). The outlier payment equals the difference between the ALLOW/REIM amount and the NET REIM AMT amount.
- **For other outpatient services**, this amount is negative.

- **For RHC, CAH, CORF, and swing bed claims,** this field shows a zero.
- **For outpatient SNF, RDF, CMHC, and other outpatient therapy claims,** this field also shows a zero.

CHARGES:	
10021.25=REPORTED	
10021.25=NCVD/DENIED	
0.00=CLAIM ADJS	
0.00=COVERED	

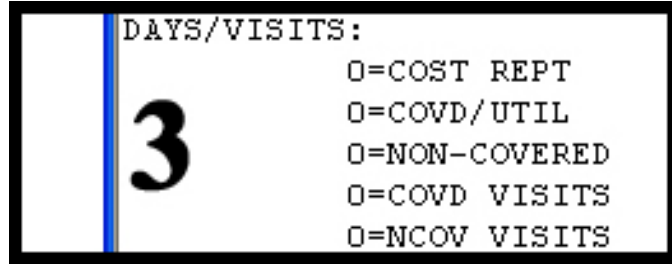
**COVERED** - This field displays the dollar amount of covered charges. If all submitted services/visits are covered, this amount is the same as the amount in the REPORTED field. If any of the services/visits are noncovered/denied or reduced, this amount differs from the amount in the REPORTED field.

- **For cancelled claims,** this amount is negative.
- **For denied claims,** this field displays a zero.
- **For RDFs,** the amount in the REPORTED field consistently does not match the amount in the COVERED field.

### 3.2.5.3 Section 3 of the SC Screen - DAYS/VISITS (Institutional ERA)

**COST REPT** - This field indicates the number of days used and applied to the MCR.

- A value displays in this field for **inpatient hospital, SNF, swing bed, and home health final claims**.



DAYS/VISITS:	
3	0=COST REPT
	0=COVD/UTIL
	0=NON-COVERED
	0=COVD VISITS
	0=NCOV VISITS

Figure 3-6. Days/Visits Data on the SC Screen

- This field does not apply to and shows a zero for **RHC, home health RAPs, hospice, outpatient hospital, outpatient SNF, CMHC, CORF, OPT, and RDF claims**.
- **For cancelled claims**, this field is negative.
- **For claims that are denied or rejected**, this field shows a zero.

**COVD/UTIL** - This field indicates the number of covered days or visits (visits apply only for home health providers).

- **For claims that are denied or rejected**, this field shows a zero. The field also shows a zero when no payment can be made by Medicare. For example, if the beneficiary's primary insurance paid more than Medicare would have paid, no payment is made by Medicare.
- **For cancelled claims**, this field is negative.
- **For home health RAPs**, this field shows a zero, but for **home health final claims**, it shows the number of covered visits.
- **For an inpatient hospital, SNF, and swing bed**, this value shows the number of covered days in the inpatient stay.
- **For outpatient services at a hospital, CMHC, SNF, RHC, RDF, CORF, and other outpatient therapies**, this field shows a zero.

**NON-COVERED** - This field identifies noncovered days/visits.

**COVD VISITS** - This field indicates the number of covered visits on this claim.

**NCOV VISITS** - This field indicates the number of noncovered visits or days (for inpatient care). Noncovered lines are submitted by the provider when it is known that the lines are not covered by Medicare. Providers do not anticipate payment on submitted noncovered lines.

- **For home health providers**, this field displays a value (that corresponds to the number of visits denied on the claim) when a visit has been denied by MR.

DAYS/VISITS:	
3	0=COST REPT
	0=COVD/UTIL
	0=NON-COVERED
	0=COVD VISITS
	0=NCOV VISITS

- **For an inpatient hospital and SNF**, this field displays a value when leave of absence days (revenue code 180) are billed and when a noncovered level of care (occurrence span code 74) is billed.
- **For an outpatient hospital**, this field shows a zero when the noncovered line is submitted by the provider.
- This field also displays a value when the beneficiary's primary insurer paid more than what Medicare would have paid (and thus, the lines/days are noncovered).

PAYMENT DATA: 127=DRG	0.000=REIM RATE
0.00=DRG AMOUNT	0.00=MSP PRIM PAYER
0.00=DRG/OPER/CAP	0.00=PROF COMPONENT
0.00=LINE ADJ AMT	0.00=ESRD AMOUNT
0.00=OUTLIER	0.00=PROC CD AMOUNT
0.00=CAP OUTLIER	0.00=ALLOW/REIM
0.00=CASH DEDUCT	0.00=G/R AMOUNT
0.00=BLOOD DEDUCT	0.00=INTEREST
0.00=COINSURANCE	0.00=CONTRACT ADJ
0.00=PAT REFUND	0.00=PER DIEM AMT
0.00=MSP LIAB MET	0.00=NET REIM AMT

**Figure 3-7.** Payment Data Shown on the SC Screen

#### 3.2.5.4 Section 4 of the SC Screen - PAYMENT DATA (Institutional ERA)

**DRG** - This field displays the DRG number for some Part A services. When the claim is for Part B services, this field is blank.

**DRG AMOUNT** - This field displays a dollar amount associated with the DRG number. This amount is calculated by the PRICER software.

- **For inpatient hospitals and SNFs**, this field displays an amount. If the claim is cancelled, this amount is negative.
- **For SNFs**, this is the dollar amount associated with the billed Medicare RUG.
- **For RHC, HHA, outpatient hospital, outpatient SNF, swing bed, CMHC, CORF, OPT, ESRD, and hospice claims**, this field shows a zero.

**DRG/OPER/CAP** - This field indicates the DRG operating capital dollar amount. This amount is factored into and is part of a hospital's PPS payment, and is based on operating costs and capital expenditures.

**LINE ADJ AMT** - This field indicates the total of line item adjusted amounts. For some providers, this is the difference between the provider-billed amount (the REPORTED field in Section 2 of the SC screen) and the amount reimbursed by Medicare (NET REIM AMT field) for all revenue code lines less the coinsurance amount (COINSURANCE field) and the deductible amount (CASH DEDUCT field).

- **For RDF providers**, in addition to subtracting the coinsurance, the ESRD AMOUNT must also be subtracted.
- **For inpatient hospital and swing bed claims**, this field shows a zero.

PAYMENT DATA: 127=DRG	0.000=REIM RATE
0.00=DRG AMOUNT	0.00=MSP PRIM PAYER
0.00=DRG/OPER/CAP	0.00=PROF COMPONENT
0.00=LINE ADJ AMT	0.00=ESRD AMOUNT
0.00=OUTLIER	0.00=PROC CD AMOUNT
0.00=CAP OUTLIER	0.00=ALLOW/REIM
0.00=CASH DEDUCT	0.00=G/R AMOUNT
0.00=BLOOD DEDUCT	0.00=INTEREST
0.00=COINSURANCE	0.00=CONTRACT ADJ
0.00=PAT REFUND	0.00=PER DIEM AMT
0.00=MSP LIAB MET	0.00=NET REIM AMT

- **For home health final claims**, the amount in this field is equal to the amount in the REPORTED field in Section 2 of the SC screen.
- **For paid RAPs and cancelled RAPs and claims**, this field shows a zero.

**OUTLIER** - This field reflects the dollar amount of outlier paid for a particular claim.

**CAP OUTLIER** - This field indicates the total outlier portions of PPS payments for capital expenditures. An amount shows in this field when an outlier was paid.

**CASH DEDUCT** - This field displays the dollar amount applied to the beneficiary's deductible. The beneficiary (or other insurer if applicable) is responsible for paying the provider the amount shown in this field. Deductibles vary by Medicare benefit (e.g., Part A hospital deductible, Part B deductible, blood deductible).

**EXAMPLE:** Part A deductibles apply to hospitals. For 2005, there is a deductible of \$912.00 for days 1-60 for each benefit period.

**NOTE:** Any services billed by an institutional provider, but paid from the Part B Medicare Trust Fund, may have a Part B deductible amount associated with this field. This is currently a yearly deductible amount of \$110 for 2005. This has a Group Code of "PR". See Table 2-3 in Chapter 2 for a list of Group Codes.

Deductible amounts are subject to change annually.

**BLOOD DEDUCT** - This field indicates the number of pints of blood that have been applied to the beneficiary's blood deductible.

**COINSURANCE** - This field shows the total dollar amount of coinsurance for which the beneficiary is responsible. The beneficiary (or other insurer if applicable) is responsible for paying the provider the amount shown in this field.

- **For cancelled claims**, this amount is negative.
- **For outpatient hospital, RDF, OPT, RHC or any other services in which a coinsurance would be applicable**, this field shows an amount.

PAYMENT DATA: 127=DRG	0.000=REIM RATE
0.00=DRG AMOUNT	0.00=MSP PRIM PAYER
0.00=DRG/OPER/CAP	0.00=PROF COMPONENT
0.00=LINE ADJ AMT	0.00=ESRD AMOUNT
0.00=OUTLIER	0.00=PROC CD AMOUNT
0.00=CAP OUTLIER	0.00=ALLOW/REIM
0.00=CASH DEDUCT	0.00=G/R AMOUNT
0.00=BLOOD DEDUCT	0.00=INTEREST
0.00=COINSURANCE	0.00=CONTRACT ADJ
0.00=PAT REFUND	0.00=PER DIEM AMT
0.00=MSP LIAB MET	0.00=NET REIM AMT

**EXAMPLE:** SNF coinsurance under Part A is \$114.00 per day for 2005, which must be paid by the beneficiary for days 21-100 in the SNF. Medicare pays in full for days 1-20.

**NOTE:** Coinsurance amounts are subject to change annually.

**PAT REFUND** - This field indicates the beneficiary refund amount. This is the amount the provider owes the beneficiary for overpaid deductible and coinsurance.

**MSP LIAB MET** - This field indicates the amount of beneficiary and/or provider liability met by another payer for a claim if Medicare is the secondary payer. This amount includes deductible and coinsurance.

**REIM RATE** - This field identifies the per diem amount or percentage of reimbursement paid to a provider, depending on how the provider is reimbursed, for an individual claim. This value only applies to cost reimbursed services.

**MSP PRIM PAYER** - This field reflects the amount that the primary insurance paid for the services on this claim.

**PROF COMPONENT** - This field indicates whether a physician's professional component was billed on the claim as part of a technical component. This field **applies to CAHs** who have chosen the applicable payment methodology. This field shows the dollar amount of the billed professional component.

**ESRD AMOUNT** - This field indicates the ESRD Network Reduction amount and **only applies to RDFs**. This is the amount that Medicare's payment is reduced by to help fund the ESRD Network. The current amount is \$.50 per covered session.

**EXAMPLE:** A processed claim with six covered sessions shows an amount of \$3.00 in the ESRD AMT field on the ERA.

**PROC CD AMOUNT** - This field indicates the procedure code amount.



PAYMENT DATA: 127=DRG	0.000=REIM RATE
0.00=DRG AMOUNT	0.00=MSP PRIM PAYER
0.00=DRG/OPER/CAP	0.00=PROF COMPONENT
0.00=LINE ADJ AMT	0.00=ESRD AMOUNT
0.00=OUTLIER	0.00=PROC CD AMOUNT
0.00=CAP OUTLIER	0.00=ALLOW/REIM
0.00=CASH DEDUCT	0.00=G/R AMOUNT
0.00=BLOOD DEDUCT	0.00=INTEREST
0.00=COINSURANCE	0.00=CONTRACT ADJ
0.00=PAT REFUND	0.00=PER DIEM AMT
0.00=MSP LIAB MET	0.00=NET REIM AMT

- **For OPSS services**, this amount reflects the difference between the REPORTED and NCVD/DENIED fields in Section 2.
- **For outpatient services paid under the MFS**, this is the total reimbursement amount for all of the covered services under the Medicare Fee Schedule (MFS). For more information about the Medicare Physician Fee Schedule, go to [www.cms.hhs.gov/physicians/pfs](http://www.cms.hhs.gov/physicians/pfs) on the CMS website.
- **For an RDF**, this amount is the rate multiplied by the number of covered units.
- **For an RHC**, this amount is the covered charge.
- **For inpatient hospital, SNF, swing bed, and CAH claims**, this field shows a zero.

**ALLOW/REIM** - This field reflects the allowable reimbursement amount that the provider receives for the covered services, including any deductible for which the beneficiary is responsible.

**G/R AMOUNT** - This field previously indicated a Gramm-Rudman amount. However, Gramm-Rudman no longer applies. Therefore, this field shows a zero.

**INTEREST** - This field displays an amount when Medicare has paid interest on a claim. Interest is paid by Medicare when a clean claim is not paid in a timely manner.

**CONTRACT ADJ** - This field indicates an adjustment resulting from a contractual agreement between the payer and payee, or a regulatory requirement. Generally, these adjustments are considered a write-off for the provider and are not billed to the beneficiary. The Group Code "CO" is used for these adjustments.

**PER DIEM AMT** - This field identifies the per diem amount to be paid for an individual claim for providers who are reimbursed on a per diem basis. If the provider is reimbursed based on a percentage of charges, this field identifies the percentage. Few providers remain that are still reimbursed by per diem rates. Therefore, for most providers, this field shows a zero.

PAYMENT DATA: 127=DRG	0.000=REIM RATE
0.00=DRG AMOUNT	0.00=MSP PRIM PAYER
0.00=DRG/OPER/CAP	0.00=PROF COMPONENT
0.00=LINE ADJ AMT	0.00=ESRD AMOUNT
0.00=OUTLIER	0.00=PROC CD AMOUNT
0.00=CAP OUTLIER	0.00=ALLOW/REIM
0.00=CASH DEDUCT	0.00=G/R AMOUNT
0.00=BLOOD DEDUCT	0.00=INTEREST
0.00=COINSURANCE	0.00=CONTRACT ADJ
0.00=PAT REFUND	0.00=PER DIEM AMT
0.00=MSP LIAB MET	0.00=NET REIM AMT

**NET REIM AMT** - This field indicates the net reimbursement amount the facility receives for the claim. This is the actual dollar amount that is paid.

#### HHA Claims Only Information

The next 12 field headers are unique to **HHAs** who have PC-Print version 2.01 or higher. These 12 fields replace the previous 9 fields seen by all other provider types and home health agencies who do not have PC-Print version 2.01 or higher: DRG, DRG AMOUNT, DRG/OPER/CAP, OUTLIER, CAP OUTLIER, BLOOD DEDUCT, PROF COMPONENT, ESRD AMOUNT, and PER DIEM AMT.

**HHA SN AMT** - An amount shows in this field only when a home health provider is paid on a per visit basis for SN visits [i.e., for LUPA claims]. For claims paid under the Home Health Prospective Payment System (HHPPS), this field shows a zero.

**HHA PT AMT** - An amount shows in this field only when a home health provider is paid on a per visit basis for PT visits. For claims paid under HHPPS, this field shows a zero.

**HHA ST AMT** - An amount shows in this field only when a home health provider is paid on a per visit basis for ST visits. For claims paid under HHPPS, this field shows a zero.

**HHA OT AMT** - An amount shows in this field only when a home health provider is paid on a per visit basis for OT visits. For claims paid under HHPPS, this field shows a zero.

**HHA MS AMT** - An amount shows in this field only when a home health provider is paid on a per visit basis for MS worker visits. For claims paid under HHPPS, this field shows a zero.

**HHA NA AMT** - An amount shows in this field only when a home health provider is paid on a per visit basis for NA visits. For claims paid under HHPPS, this field shows a zero.

**HSP ROUT CARE** - This is not a valid field for home health providers and shows a zero.

**HSP CONT CARE** - This is not a valid field for home health providers and shows a zero.

**HSP GENERAL** - This is not a valid field for home health providers and shows a zero.

**HSP RESPITE** - This is not a valid field for home health providers and shows a zero.

PAYMENT DATA: 127=DRG	0.000=REIM RATE
0.00=DRG AMOUNT	0.00=MSP PRIM PAYER
0.00=DRG/OPER/CAP	0.00=PROF COMPONENT
0.00=LINE ADJ AMT	0.00=ESRD AMOUNT
0.00=OUTLIER	0.00=PROC CD AMOUNT
0.00=CAP OUTLIER	0.00=ALLOW/REIM
0.00=CASH DEDUCT	0.00=G/R AMOUNT
0.00=BLOOD DEDUCT	0.00=INTEREST
0.00=COINSURANCE	0.00=CONTRACT ADJ
0.00=PAT REFUND	0.00=PER DIEM AMT
0.00=MSP LIAB MET	0.00=NET REIM AMT

4

**HSP PHYS SVC** - This is not a valid field for home health providers and shows a zero.

**HSP OTH** - This is not a valid field for home health providers and shows a zero.



**Figure 3-8.** Space for Claim Adjustment Reason Codes and RA Remark Codes on the SC Screen

#### **3.2.5.5 Section 5 of the SC Screen (Institutional ERA)**

Section 5 contains space where Claim Adjustment Reason Codes and RA Remark Codes for institutional providers generally appear.

Providers can review a full list of Claim Adjustment Reason Codes and RA Remark Codes to find important information regarding claims adjustments. The current codes may be found at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.

REV	DATE	HCPCS	APC/HIPPS	MODS	QTY	CHARGES	ALLOW/REIM	GC	RSN	AMOUNT	REMARK CODES
0000	04/07	87086			1	35.70	5.00	C0	45	30.70	N14
0000	04/07	87088			1	33.30	9.00	C0	45	24.30	N14
0000	04/07	87186			1	33.30	10.76	C0	45	22.54	N14
0000	04/07	81001			1	26.15	3.00	C0	45	23.15	N14

**Figure 3-9.** Service-Line Level Detail Portion of the SC Screen

### 3.2.5.6 Section 6 of the SC Screen (Institutional ERA)

Section 6 contains a breakout of charges and adjustments for a single claim on a service-line level. **Section 6 only contains data for SNF or HHA claims.** These fields only appear when an institutional provider submitted Part B charges (see Figure 3-9). The first row is column headings, and subsequent rows contain data for each service line submitted on that claim. Claim Adjustment Reason Codes and RA Remark Codes based on a service-line level may be found in this section. To access the most current code lists, visit [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.

**REV** - This field displays the specific revenue code for the individual service line. A revenue code is a 4-digit code that describes the service being provided.

**DATE** - This field indicates the date of service.

**HCPCS** - This field indicates the Healthcare Common Procedure Coding System (HCPCS) code, if applicable.

**APC/HIPPS** - This field indicates the Ambulatory Payment Classification (APC) and/or Health Insurance Prospective Payment System (HIPPS) code, if applicable.

**MODS** - This field displays modifiers that add specification to the HCPCS categorization.

**QTY** - This field displays a number indicating how many services were billed per procedure code.

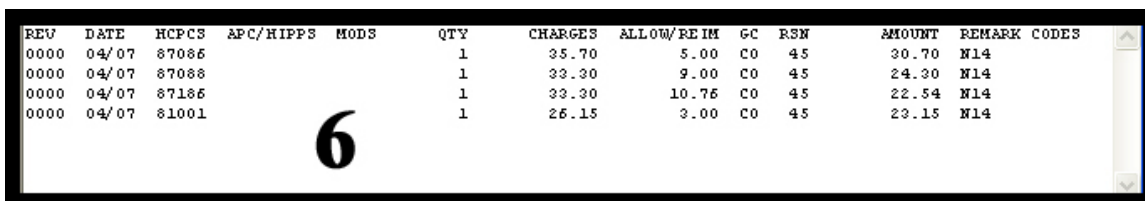
**CHARGES** - This field indicates the billed amount per procedure.

**ALLOW/REIM** - This field indicates the allowed amount per procedure. This amount is based on different Fee Schedules, based on provider type.

**GC** - This field displays the Group Code, if applicable. For more information on Group Codes, see Chapter 2, Section 2.2 of this Guide.

**RSN** - This field displays the Claim Adjustment Reason Code for this service line, if applicable. *Claim Adjustment Reason Codes supply providers with important information regarding claims adjustments. A full list of Claim Adjustment Reason Codes may be found at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.*

**AMOUNT** - This field indicates the amount of any adjustment to what was billed. This amount is the difference between the amount in the CHARGES field and the amount in the ALLOW/REIM field.



REV	DATE	HCPCS	APC/HIPPS	MODS	QTY	CHARGES	ALLOW/REIM	GC	RSN	AMOUNT	REMARK CODES
0000	04/07	87086			1	35.70	5.00	C0	45	30.70	N14
0000	04/07	87088			1	33.30	9.00	C0	45	24.30	N14
0000	04/07	87186			1	33.30	10.76	C0	45	22.54	N14
0000	04/07	81001			1	26.15	3.00	C0	45	23.15	N14

**REMARK CODES** - This field displays any RA Remark Codes associated with this service-line level item. *RA Remark Codes provide more information about adjustments made to the claim by adding specificity to the Claim Adjustment Reason Codes. A full list of RA Remark Codes may be found at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.*

### 3.2.6 The Bill Type Summary (BS) Screen (Institutional ERA)

Each BS screen provides a summary of claims billed for each TOB, for each provider number, and for each FY. For example, if an HHA billed 32X and 33X claims, for FY 04 and FY 05, it would receive the following FOUR billing summaries:

- TOB 32X for FY04
- TOB 32X for FY05
- TOB 33X for FY04
- TOB 33X for FY05

**The provider only receives a bill summary for those TOBs that were processed on this ERA.** Therefore, if only 32X claims for FY 04 were processed on this ERA, the HHA only receives one bill summary.

Users may switch between the different BS screens by clicking on the arrow buttons in the PC-Print software.

Figure 3-10 provides an example of a BS screen. The screen has been divided into four separate sections for easy reference. The individual fields are described, by section, on the following pages.

Example Part A ERA.txt - PC-Print for Windows

File Edit View Admin Help

XI2 SL PS BS AC SC

Medicare National Standard Intermediary Remittance Advice

FPE: 06/30/2003

PAID: 06/05/2003

CLM#: 3

TOB: 214

308765432

=====

SUBTOTAL/TOTAL FOR BILL TYPE

CHARGES:

16998.00=REPORTED

10021.25=NCVD/DENIED

0.00=CLAIM ADJS

0.00=COVERED

DAYS/VISITS

0=COST REPT

0=COVD/UTIL

0=NON-COVERED

0=COVD VISITS

0=NCOV VISITS

PAYMENT DATA:

0.00=DRG AMOUNT

0.00=DRG/OPER/CAP

0.00=OUTLIER

0.00=CAP OUTLIER

0.00=CASH DEDUCT

0.00=BLOOD DEDUCT

0.00=COINSURANCE

0.00=PAT REFUND

0.00=MSP LIAB MET

0.00=REIM RATE

0.00=MSP PRIM PAYER

0.00=PROF COMPONENT

0.00=LINE ADJ

0.00=PROC CD AMOUNT

0.00=G/R AMOUNT

0.00=INTEREST

3691.98=CONTRACT ADJ

0.00=PER DIEM AMT

0.00=NET REIM AMT

For help, press F1

**Figure 3-10.** The Institutional ERA Bill Type Summary (BS) Screen

Medicare National Standard Intermediary Remittance Advice	
FPE: 06/30/2003	1
PAID: 06/05/2003	
CLM#: 3	
TOB: 214	
308765432	
=====	
SUBTOTAL/TOTAL FOR BILL TYPE	

**Figure 3-11.** Header Information on the BS Screen

### 3.2.6.1 Section 1 of the BS Screen (Institutional ERA)

**FPE** - This field reflects the provider's Fiscal Period End (FPE).

**PAID** - This field indicates the date the claims were paid.

**CLM#** - This field reflects the total number of claims for which this BS contains data. For example, on a BS that has "32" in the TOB field, and the CLM# indicates 9, this means that the BS contains data for the 9 claims processed with TOB 32X.

**Medicare Provider Number** - The Medicare Provider Number is the number assigned to the provider for billing and identification purposes. This field is displayed without a field label. In Figure 3-11, the Medicare Provider Number is shown as "308765432".

**NOTE:** The NPI will eventually replace the Medicare Provider Number.

**TOB** - This field indicates the TOB that the claim data reflects. For example, if the TOB field indicates "32", this means that the BS contains data for all claims processed with TOB 32X. The TOB is a 3-digit numeric code that identifies what type of provider is billing and in what sequence. For more information on the code structure for the TOB, see Table 3-4 in Section 3.2.4.2.



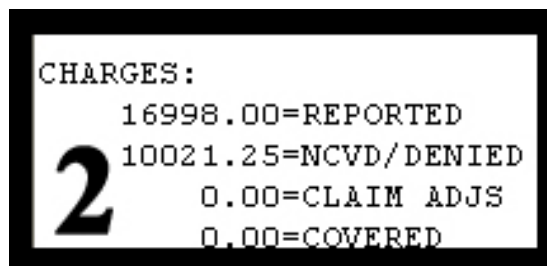
### 3.2.6.2 Section 2 of the BS Screen - CHARGES (Institutional ERA)

**REPORTED** - This field reflects the total dollar amount on this ERA for claims that the provider submitted with this TOB. This amount is the sum of the amounts in the REPTD CHGS field on the AC screen for claims on the ERA with this TOB.

**NCVD/DENIED** - This field reflects the total dollar amount of noncovered or denied charges for claims on this ERA with this TOB. This amount is the sum of the amounts in the NVCD/DENIED field on the AC screen for claims with this TOB.

**CLAIM ADJS** - This field reflects the total dollar amount of claim-level adjustments for claims on this ERA with this TOB. This amount is the sum of the amounts in the CLAIM ADJS field on the AC screen for claims with this TOB.

**COVERED** - This field reflects the total dollar amount of covered charges for claims on this ERA with this TOB. This amount is the sum of the amounts in the COVD CHGS field on the AC screen for claims with this TOB.



CHARGES:	
16998.00	=REPORTED
10021.25	=NCVD/DENIED
0.00	=CLAIM ADJS
0.00	=COVERED

**Figure 3-12.** Charges Data  
on the BS Screen

### 3.2.6.3 Section 3 of the BS Screen - DAYS/VISITS (Institutional ERA)

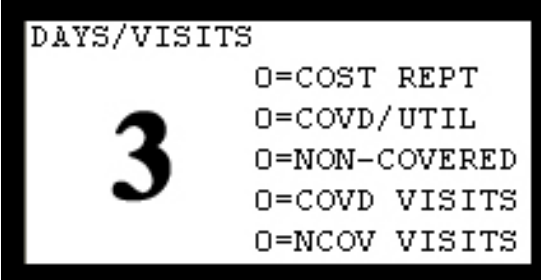
**COST REPT** - This field reflects the total number of days used and applied to the MCR. This amount is determined by the sum of the values in the COST field on the AC screen for claims with this TOB.

**COVD/UTIL** - This field indicates the total number of covered/utilized days or visits. This amount is determined by the sum of the values in the CV LN field on the AC screen for claims with this TOB.

**NON-COVERED** - This field identifies the total number of noncovered days/visits for this TOB. This is the total of the NCVDV fields on the AC screen for claims with this TOB.

**COVD VISITS** - This field indicates the number of covered visits with this TOB.

**NCOV VISITS** - This field indicates the total number of noncovered visits or days (for inpatient care) for this TOB. This is the total of the NCV L fields on the AC screen for claims with this TOB.



DAYS/VISITS	
3	0=COST REPT
	0=COVD/UTIL
	0=NON-COVERED
	0=COVD VISITS
	0=NCOV VISITS

**Figure 3-13.** Days/Visits Data  
on the BS Screen

4	PAYMENT DATA:		0.000=REIM RATE
	0.00=DRG AMOUNT		0.00=MSP PRIM PAYER
	0.00=DRG/OPER/CAP		0.00=PROF COMPONENT
			0.00=LINE ADJ
	0.00=OUTLIER		0.00=PROC CD AMOUNT
	0.00=CAP OUTLIER		
	0.00=CASH DEDUCT	0.00=G/R AMOUNT	
	0.00=BLOOD DEDUCT	0.00=INTEREST	
	0.00=COINSURANCE	3691.98=CONTRACT ADJ	
	0.00=PAT REFUND	0.00=PER DIEM AMT	
	0.00=MSP LIAB MET	0.00=NET REIM AMT	

**Figure 3-14.** Payment Data on the BS Screen

#### 3.2.6.4 Section 4 of the BS Screen - PAYMENT DATA (Institutional ERA)

**DRG AMOUNT** - This field reflects the total DRG amount for this TOB. This amount is calculated by totaling the amounts in the DRG AMOUNT field on the AC screen for claims with this TOB.

**DRG/OPER/CAP** - This field indicates the total operating and capital DRG amount for this TOB. This amount is calculated by totaling the amounts in the DRG O-C field on the AC screen for claims with this TOB.

**OUTLIER** - This field displays the total outlier amount paid for this TOB. This field is the sum of the outlier amounts shown in the CLAIM ADJS field on the AC screen for claims with this TOB.

**CAP OUTLIER** - This field displays the total outlier portions of PPS payments for capital. An amount shows in this field when an outlier was paid on one or more of the claims processed on this ERA.

**CASH DEDUCT** - This field indicates the total cash deductible for this TOB. The amount in this field is the sum of the amounts in the DEDUCTIBLES field on the AC screen for claims with this TOB.

**BLOOD DEDUCT** - This field indicates the total number of pints of blood that have been applied to the beneficiary's blood deductible for this TOB.

**COINSURANCE** - This field reflects the total coinsurance. The amount in this field is the sum of the amounts shown in the COINS AMT field on the AC screen for claims with this TOB.

4	PAYMENT DATA:		0.000=REIM RATE
	0.00=DRG AMOUNT		0.00=MSP PRIM PAYER
	0.00=DRG/OPER/CAP		0.00=PROF COMPONENT
			0.00=LINE ADJ
	0.00=OUTLIER		0.00=PROC CD AMOUNT
	0.00=CAP OUTLIER		
	0.00=CASH DEDUCT		0.00=G/R AMOUNT
	0.00=BLOOD DEDUCT		0.00=INTEREST
	0.00=COINSURANCE	3691.98=CONTRACT ADJ	
	0.00=PAT REFUND		0.00=PER DIEM AMT
	0.00=MSP LIAB MET		0.00=NET REIM AMT

**PAT REFUND** - This field indicates the total beneficiary refund amount for this TOB. This amount is the sum of the amounts shown in the PAT REFUND field on the AC screen for claims with this TOB.

**MSP LIAB MET** - This field indicates the total amount of beneficiary and/or provider liability met by another payer for this TOB. This amount is the sum of the amounts in the MSP LIAB MET field on the AC screen for claims with this TOB.

**REIM RATE** - This field indicates the total reimbursement rate for this TOB. This amount is the sum of the amounts shown in the REIMB RATE field on the AC screen for claims with this TOB.

**MSP PRIM PAYER** - This field indicates the total MSP primary payer amount paid for claims with this TOB. This amount is the sum of the amounts shown in the MSP PRI PAY field on the AC screen for claims with this TOB.

**PROF COMPONENT** - This field indicates the total professional component amount for this TOB. This amount is the sum of the amounts shown in the PROF COMP field on the AC screen for claims with this TOB.

**LINE ADJ** - This field reflects the total line adjustment amount for this TOB. This amount is determined by totaling the amounts in the LINE ADJ AMT field on the AC screen for claims with this TOB.

**PROC CD AMOUNT** - This field reflects the total procedure code amount for this TOB. This amount is calculated by totaling the amounts in the PROC CD AMT fields on the AC screen for claims with this TOB.

**G/R AMOUNT** - This field previously indicated a Gramm-Rudman amount. However, Gramm-Rudman no longer applies. Therefore, this field shows a zero.

**INTEREST** - This field reflects the total amount of interest paid to the provider for this TOB. This amount is the sum of the amounts in the INTEREST field on the AC screen for claims with this TOB.

4	PAYMENT DATA:		0.000=REIM RATE
	0.00=DRG AMOUNT		0.00=MSP PRIM PAYER
	0.00=DRG/OPER/CAP		0.00=PROF COMPONENT
			0.00=LINE ADJ
	0.00=OUTLIER		0.00=PROC CD AMOUNT
	0.00=CAP OUTLIER		
	0.00=CASH DEDUCT		0.00=G/R AMOUNT
	0.00=BLOOD DEDUCT		0.00=INTEREST
	0.00=COINSURANCE	3691.98=CONTRACT ADJ	
	0.00=PAT REFUND		0.00=PER DIEM AMT
	0.00=MSP LIAB MET		0.00=NET REIM AMT

**CONTRACT ADJ** - This field indicates the total contractual adjustment amount. This amount is the sum of the amounts in the CONT ADJ AMT field on the AC screen for claims with this TOB.

**PER DIEM AMT** - This field indicates the total per diem amount for this TOB. This amount is calculated by totaling the amounts in the PERDIEM AMT field on the AC screen for claims with this TOB.

**NET REIM AMT** - This field indicates the total net reimbursement amount for this TOB. This amount is calculated by totaling the amounts in the NET. REIMB field on the AC screen for claims with this TOB.

### 3.2.7 The Provider Payment Summary (PS) Screen (Institutional ERA)

The Provider Payment Summary (PS) screen provides a summary of the provider's payments on an ERA, regardless of the TOB or FYE. Therefore, if a claim is billed using more than one provider number, a PS screen displays for each provider number.

**Figure 3-15.** The Institutional ERA Provider Payment Summary (PS) Screen

**CHECK / EFT NUMBER** - This field provides the check number or Electronic Fund Transfer (EFT) number which paid for claims on the ERA. If a paper check was issued, the check number begins with a zero. If the payment was issued through an EFT, the number begins with "EFT". If a provider has a no-pay remittance produced (i.e., no payment is being issued for the ERA), a sequential remittance number is displayed in this field.

**PAYMENT TOTAL** - This field provides the actual dollar amount that the provider receives as a result of claims processed on an ERA. If a negative amount shows in this field, the amount is withheld from payment on the provider's next ERA.

**TOTAL CLAIMS** - This field indicates the number of claims processed and included on an ERA.

**BILLING CYCLE** - This field indicates the billing cycle date.

**TOTAL PIP CLAIMS** - This field indicates the total amount of Periodic Interim Payments (PIPs). This field only applies to providers that have elected to receive PIPs.

Example Part A ERA.txt - PC-Print for Windows

File Edit View Admin Help

Medicare National Standard Remittance Advice

100001  
CHECK / EFT NUMBER: 001247178

=====

PAYMENT SUMMARY

PAYMENT TOTAL: 9871.50 BILLING CYCLE: 08/11/2001  
TOTAL CLAIMS: 6 TOTAL PIP CLAIMS: 0

FINANCIAL ADJUSTMENTS

FB/BF: 573420.50 FB/CO: -573420.50 L6/IN: -23.66

Total Claims: 3 /

**FINANCIAL ADJUSTMENTS** - This field is used to list any provider-level adjustments that were made on the ERA. Table 3-5 lists the various provider-level adjustment reason codes used on an Institutional ERA.

**NOTE:** The “Use” column indicates situations where Medicare uses codes that differ from the provider-level adjustment reason codes to further clarify the reason for the financial adjustment.

**Table 3-5.** Institutional ERA Provider-Level Adjustment Reason Codes

Provider-Level Adjustment Reason Code	Definition	Use
50	Late Charge	Used to identify Late Claim Filing Penalty or Medicare Late Cost Report Penalty. Code “LR” appears on an Institutional RA for a late cost report penalty (e.g., 50/LR).
51	Interest Penalty Charge	Used to identify the interest assessment for late filing. Code “IP” appears on an Institutional RA (e.g., 51/IP).
72	Authorized Return	Used to identify a refund adjustment to an institutional provider (from a previous overpayment). Code “PR” appears on an Institutional RA (e.g., 72/PR). This adjustment should be a negative value and always be offset by some other provider-level adjustment referring to the original refund request or reason.
90	Early Payment Allowance	Used to identify an early payment allowance.
AM	Applied to Borrower’s Account	Used to identify the loan repayment amount from a capitated provider for previously purchased equipment.

Provider-Level Adjustment Reason Code	Definition	Use
AP	Acceleration of Benefits	Used to reflect accelerated payment amounts or withholdings. A positive value represents a withholding. A negative value represents a payment. Code "AP" appears on an Institutional RA for "accelerated payment amounts" (e.g., AP/AP) and code "AW" for "accelerated payment withholdings" (e.g., AP/AW).
B2	Rebate	Used for the refund adjustment. Code "RF" appears on an Institutional RA (e.g., B2/RF).
B3	Recovery Allowance	Differs from Code 72. Used to represent the check received from the provider for overpayments generated by payments from other payers. Code "RA" appears on an Institutional Part A RA (e.g., B3/RA). Code "RB" appears on an Institutional Part B RA (e.g., B3/RB). This adjustment should be a negative value and always be offset by some other provider-level adjustment referring to the original refund request or reason.
BD	Bad Debt Adjustment	Used to reflect a bad debt passthrough. Code "BD" appears on an Institutional RA (e.g., BD/BD).
BN	Bonus	Used to reflect bonus payments to providers, usually to recognize performance above standards. This represents TOPS payments to institutional providers.
C5	Temporary Allowance	Used for tentative adjustments. Code "TS" appears on an Institutional RA (e.g., C5/TS).
CR	Capitation Interest	Used for interest payments to capitated providers as a result of late or previously withheld payments.
CS	Adjustment	Used to provide supporting identification. Code "CA" appears on an Institutional RA for "Manual Claim Adjustment" (e.g., CS/CA), and "AA" for "Receivable Today" (e.g., CS/AA). Code "RI" is used for Reissued Check Amount (e.g., CS/RI).
CT	Capitation Payment	Used to reflect a set dollar amount paid to a capitated provider.
CV	Capital Passthru	Used to reflect a capital passthrough. Code "CP" appears on an Institutional RA (e.g., CV/CP).
CW	Certified Registered Nurse Anesthetist Passthru	Used to reflect a certified registered nurse anesthetist passthrough. Code "CR" appears on an Institutional RA (e.g., CW/CR).
DM	Direct Medical Education Passthru	Used to reflect a direct medical education passthrough. Code "DM" appears on an Institutional RA (e.g., DM/DM).
E3	Withholding	Used to reflect a withholding of a set dollar amount or a percentage of a capitation payment, to be paid later, usually as a result of meeting performance requirements. Code "CW" appears on an Institutional RA (e.g., E3/CW).



Provider-Level Adjustment Reason Code	Definition	Use
FB	Forwarding Balance	A negative value represents a balance moving forward to a future payment advice. A positive value represents a balance being applied from a previous RA. A reference number (the original ICN and HIC) is applied for tracking purposes. Code “BF” appears on an Institutional RA for negative values (e.g., FB/BF), and code “CO” for positive values (e.g., FB/CO).
FC	Fund Allocation	Used to distribute payments to capitated providers from funds designated for allocation. The specific fund should be identified on the RA.
GO	Graduate Medical Education Passthru	Used to reflect a graduate medical education passthrough. Code “GM” appears on an Institutional RA (e.g., GO/GM).
IP	Incentive Premium Payment	Used to reflect additional payments to capitated providers. These may be used to acknowledge high quality services, permit the provider to provide additional services, or as a financial incentive for a provider to participate in the capitated plan.
IR	Internal Revenue Service Withholding	Used for Internal Revenue Service withholdings.
IS	Interim Settlement	Used for the interim rate lump sum adjustment. Code “IR” appears on an Institutional RA (e.g., IS/IR).
J1	Nonreimbursable	Used to offset claim or service level data that reflects what could be paid if not for demonstration programs or other limitation that prevents issuance of payment. For example, this is used to zero balance provider payment for Centers of Excellence and Medicare Advantage RAs.
L3	Penalty	Used for the capitation-related penalty, penalty withholding, or penalty release adjustment. Code “PW” appears on an Institutional RA for “Penalty Withhold” (e.g., L3/PW), “RS” for “Penalty Release” (e.g., L3/RS), and “SW” for “Settlement Withhold” amount (e.g., L3/SW).
L6	Interest Owed	Used for the interest paid on claims on an RA. Code “IN” appears on an Institutional RA (e.g., L6/IN).
LE	Levy	Used for IRS Levy.
LS	Lump Sum	Used for a disproportionate share adjustment, indirect medical education passthrough, non-physician passthrough, passthrough lump sum adjustment, or other passthrough amount. Code “DS” appears on an Institutional RA for “Disproportionate Share Adjustment” (e.g., LS/DS), “IM” for “Indirect Medical Education Passthrough” (e.g., LS/IM), “NP” for “Non-physician Passthrough” (e.g., LS/NP), “PS” for “Passthrough Lump Sum” (e.g., LS/PS), and “PO” for “Other Passthrough” (e.g., LS/PO).
OA	Organ Acquisition Passthru	Used to reflect an organ acquisition passthrough. Code “KA” appears on an Institutional RA (e.g., OA/KA).

Provider-Level Adjustment Reason Code	Definition	Use
OB	Offset for Affiliated Providers	Used to reflect an offset for affiliated providers. Code "OA" appears on an Institutional Part A benefit RA (e.g., OB/OA). Code "OB" appears on an Institutional Part B benefit RA (e.g., OB/OB).
PI	Periodic Interim Payment	Used for the PIP lump sum, PIP payment, or adjustment after PIP. Payments are reflected by a negative value; adjustments are reflected by a positive value. Code "PL" appears on an Institutional RA for "PIP Lump Sum" (e.g., PI/PL), "PP" for "PIP Payment" (e.g., PI/PP), and "PA" for "Adjustment After PIP" (e.g., PI/PA).
PL	Payment Final	Used for final settlement. Code "FS" appears on an Institutional RA (e.g., PL/FS).
RA	Retro-activity Adjustment	Used for capitated providers to represent adjustments due to late notification of beneficiary disenrollment from capitated plan prior to service date. Code "TR" appears on an Institutional RA (e.g., RA/TR).
RE	Return on Equity	Used to reflect a return on equity. Code "RE" appears on an Institutional RA (e.g., RE/RE).
SL	Student Loan Repayment	Used to represent a student loan repayment.
TL	Third Party Liability	Used to adjust capitation payments when another payer is responsible for payment of health care expenses.
WO	Overpayment Recovery	Used to recover previous overpayment. A reference number (the original ICN and HIC) is applied for tracking purposes. Code "OR" appears on an Institutional RA (e.g., WO/OR).
WU	Unspecified Recovery	Used for outside recovery adjustment. Code "OS" appears on an Institutional RA (e.g., WU/OS).
ZZ	Mutually Defined	Used to report hemophilia clotting factor supplement amount until data maintenance approved by ASC X12.

## **3.3 READING AN INSTITUTIONAL STANDARD PAPER REMITTANCE ADVICE (SPR)**

### **3.3.1 SPR Basics**

Providers who still elect to receive a paper Remittance Advice (RA) receive the Standard Paper Remittance Advice (SPR). Recipients of an SPR receive the same critical remittance information as recipients of the Electronic Remittance Advice (ERA). However, SPRs do not contain as many fields as ERAs, and are organized differently.

SPRs look different based on the type of provider receiving the SPR. SPRs for institutional providers (e.g., hospitals) look different than those received by professional providers (e.g., physicians). Additionally, SPR formats may vary by the Medicare contractor that provides the SPR. Figures (example SPRs) in this section are shown as a reference, and may vary from what providers actually see.

**NOTE:** In the remainder of this section, both Fiscal Intermediaries (FIs) and Regional Home Health Intermediaries (RHHIs) are referred to as “Intermediaries”.

### **3.3.2 How Does a Provider Switch from an SPR to an ERA?**

If a provider currently receives SPRs and is interested in switching to ERAs, the provider should contact his or her Intermediary’s Electronic Data Interchange (EDI) department.

#### **3.3.2.1 Electronic Funds Transfer Forms**

Electronic Funds Transfer (EFT) is the preferred method of payment. Intermediaries must keep a signed copy of Form-CMS 588, Authorization Agreement for Electronic Funds Transfer, from each provider. Providers are not allowed to pick up checks, or have them delivered through next-day, express mail, and courier services except in special cases authorized by the Centers for Medicare & Medicaid Services (CMS).

#### **3.3.2.2 ERA and EFT Advantages**

There are many advantages to receiving an ERA and an EFT. These advantages include the following:

- Faster communication and payment notification
- Faster account reconciliation through electronic posting
- Automation of follow-up action
- Paperwork reduction
- Detailed information
- Access to data in a variety of formats (e.g., PC-Print software offers four formats)
- Elimination of lost checks and SPRs

### 3.4 COMPONENTS OF AN INSTITUTIONAL STANDARD PAPER REMITTANCE ADVICE (SPR)

Institutional SPRs are split into two sections:

- **All Claims (AC) Page(s)** - These pages of the SPR provide detailed information for each individual claim, but not for the individual services included in a claim. Institutional providers who sometimes submit claims for Part B services [(e.g., outpatient Skilled Nursing Facilities (SNFs))] may receive an RA with information regarding both Part A and Part B services. In this case, claims for Part A and Part B services are listed on separate pages of the SPR in the format described in this section.
- **Summary Page** - This page of the SPR provides information that spans all the claims included in the AC section of the SPR. For example, many of the fields in this section are totals of fields on the AC page(s).

#### 3.4.1 The AC Page(s) (Institutional SPR)

The AC page(s) of Institutional SPRs provide a line-item account for each claim represented on the RA. Figure 3-16 is an example page from the AC section of an SPR. The lines and bold numbers on the left were added to designate particular sections of the SPR that are discussed on the following pages.

<b>1</b>	INTERMEDIARY MED A SERVICES FIFTH AVENUE PLACE ANYTOWN PA 15000 VER# 4010-A1 123456 DEF-COUNTY FAMILY MEDICINE PART B PAID DATE: 08/19/2004 REMIT#: 2019 PAGE: 1									
<b>2</b>	PATIENT NAME	PATIENT CNTRL NUMBER	RC	REM	DRG#	DRG OUT AMT	COINSURANCE	PAT REFUND	CONTRACT ADJ	
	HIC NUMBER	ICN NUMBER	RC	REM	OUTCD CAPCD	NEW TECH	COVD CHGS	ESRD NET ADJ	PER DIEM RTE	
	FROM DT	NACHG HICHG	RC	REM	PROF COMP	MSP PAYMT	NCVD CHGS	INTEREST	PROC CD AMT	
	CLM STATUS	COST COVDY	RC	REM	DRG AMT	DEDUCTIBLES	DENIED CHGS	PRE PAY ADJ	NET REIMB	
	JOSE	B L VAE80972	01	94	MA02 416	.00	.00	.00	11784.61	
	9999999999	20545445052601			MA44	.00	18828.83	.00	.00	
	04/08/2003 04/21/2003	13 13			B	.00	.00	.00	.00	
	1					.00	.00	.00	7044.22	
	SUBTOTAL FISCAL YEAR - 2003					.00	18828.83	.00	11784.61	
<b>3</b>						.00	.00	.00	.00	
		13 13				.00	.00	.00	7044.22	
	SUBTOTAL PART A					.00	18828.83	.00	11784.61	
		13 13				.00	.00	.00	.00	
						.00	.00	.00	7044.22	

**Figure 3-16.** An AC Page from an Institutional SPR

**NOTE:** Claims are grouped by Fiscal Year (FY). If multiple FYs are present on a single SPR, a FY subtotal appears after each group of claims. The “SUBTOTAL FISCAL YEAR - 2003” lines that appear at the bottom of Figure 3-16 are an example of this.

##### 3.4.1.1 Section 1 of the AC Page (Institutional SPR)

Section 1 of Figure 3-16 shows the section of the SPR that contains general Medicare contractor and provider information. The information contained in this section is header information for the SPR. This header information appears at the top of every page of the SPR. The only information that should change in this section for a given SPR is the page number.

1	INTERMEDIARY 123456	MED A SERVICES DEF-COUNTY FAMILY MEDICINE	FIFTH AVENUE PLACE PART B	ANYTOWN PAID DATE: 08/19/2004	PA 15000	REMIT#: 2019	VER# 4010-A1 PAGE: 1
---	------------------------	--	------------------------------	----------------------------------	----------	--------------	-------------------------

**Figure 3-17.** Header Information from the AC Page of an Institutional SPR

The fields contained in this section are described in the following text. Some fields in this section do not contain labels (e.g., the paid date field is labeled “PAID DATE:”, while the Fiscal Intermediary name is unlabeled). **These unlabeled fields are designated with an asterisk in the following field definitions.** There are two rows containing fields in this section of the Institutional SPR. The fields below are listed by line, from left to right.

**NOTE:** Version 4010A1 is the standard Health Insurance Portability and Accountability Act of 1996 (HIPAA) version for the ERA. The data contained in the SPR fields are designed to mirror the Version 4010A1 835.

**INTERMEDIARY NAME\*** - This field lists the name of the Intermediary that processed the claim(s) and produced the SPR.

**STREET ADDRESS\*** - This field lists the street address of the Intermediary.

**CITY\*** - This field lists the city in which the Intermediary is located.

**STATE\*** - This field lists the state in which the Intermediary is located.

**ZIP CODE\*** - This field lists the Zip code of the Intermediary.

**PROVIDER #\*** - This field indicates the Medicare Provider Number of the provider receiving the SPR. The Medicare Provider Number is the number assigned to the provider for billing and identification purposes.

**NOTE:** The National Provider Identifier (NPI) will eventually replace the Medicare Provider Number.

**PROVIDER NAME\*** - This field indicates the name of the provider receiving the SPR.

**PART\*** - This field indicates the Medicare entitlement that this portion of the SPR addresses. For most inpatient services, this is “Part A”. For outpatient services (and some inpatient services if the beneficiary has exhausted Part A benefits), this is “Part B”.

**PAID DATE** - This field indicates the date that the claims represented on this SPR were paid.

**REMIT #** - This field is a unique number identifying this SPR.

**PAGE** - This field indicates the current page number of the SPR.

2	PATIENT NAME																													
	PATIENT CNTRL NUMBER																													
	HIC NUMBER																													
	FROM DT THRU DT																													
3	CLM STATUS																													
	NACHG HICHG TOB																													
	COST COVDY NCOVDY																													
	RC REM DRG# RC REM OUTCD CAPCD RC REM PROF COMP MSP PAYMT RC REM DRG AMT																													
DRG OUT AMT																														
COINSURANCE																														
PAT REFUND																														
CONTRACT ADJ																														
COVD CHGS																														
NCOVD CHGS																														
ESRD NET ADJ																														
PER DIEM RTE																														
PROC CD AMT																														
INTEREST																														
PRE PAY ADJ																														
NET REIMB																														
															JOSE	B L	VAE80972					94	MA02	416		.00	.00	.00	11784.61	
															9999999999		20545445052601						MA44		B	.00	18828.83	.00	.00	
															04/08/2003	04/21/2003										.00	.00	.00	.00	
															1	13	13							7044.22		.00	.00	.00	7044.22	
															SUBTOTAL FISCAL YEAR - 2003											.00	.00	.00	.00	11784.61
																										.00	18828.83	.00	.00	
																										.00	.00	.00	.00	
																										.00	.00	.00	7044.22	
															SUBTOTAL PART A											.00	.00	.00	.00	11784.61
																										.00	18828.83	.00	.00	
																										.00	.00	.00	.00	
																										.00	.00	.00	7044.22	

1	2	3	4	5	6	7	8	9
PATIENT NAME HIC NUMBER FROM DT THRU DT CLM STATUS	PATIENT CNTRL NUMBER ICN NUMBER NACHG HICHG TOB COST COVDY NCOVDY	RC RC RC RC	REM REM REM REM	DRG# OUTCD CAPCD PROF COMP DRG AMT	DRG OUT AMT NEW TECH MSP PAYMT DEDUCTIBLES	COINSURANCE COVD CHGS NCOVD CHGS DENIED CHGS	PAT REFUND ESRD NET ADJ INTEREST PRE PAY ADJ	CONTRACT ADJ PER DIEM RTE PROC CD AMT NET REIMB

**Figure 3-19.** Individual Claim Fields Displayed in the AC Page

**NOTE:** The data contained in the SPR fields are designed to mirror the Version 4010A1 835.

### 3.4.1.3 Column 1 of the AC Page (Institutional SPR)

**PATIENT NAME** - This field contains the last name, first name (may be first initial only), and middle initial (if known/available) of the beneficiary for whom the claim was processed. If a claim was submitted by the provider using the name Jane Smith, but during processing Medicare records indicate the name of record for that beneficiary is listed as Jane Jones on the Common Working File (CWF), then the RA would show the name “Jones Jane” in this field. See the NACHG field description that follows.

**HIC NUMBER** - This field displays the Health Insurance Claim (HIC) number of the beneficiary for whom the claim was processed. For example, a claim was submitted by the provider using the HIC number 123456789A. If the beneficiary’s HIC number was changed to 987654321B on the CWF, then the RA shows the HIC number 987654321B in this field. See the HICHG field description in Column 2.

**FROM DT** - This field indicates the start date of service on the processed claim.

**THRU DT** - This field indicates the last date of service on the processed claim.

**CLM STATUS** - This field indicates the status of the claim (i.e., the payment result when the claim completed processing). These codes are consistent on both SPRs and ERAs. See Table 3-6 for codes used by Medicare to indicate the status of a processed claim.

**Table 3-6.** Claim Status Codes Used by Medicare

Code	Description
1	Paid as primary.
2	Paid as secondary.
3	Paid as tertiary.
4	Denied (this claim status shows when a claim is denied or rejected).
19	Medicare paid primary and the Intermediary sent the claim to another insurer.
20	Medicare paid secondary and the Intermediary sent the claim to another insurer.
21	Medicare paid tertiary and sent the claim to another insurer.
22	Adjustment to prior claim, reversal to previous payment [this claim status shows when a claim is cancelled (TOB XX8), including RAPs which have been autocancelled or cancelled by the provider].
23	Not a Medicare claim and the Intermediary sent claim to another insurer.

1	2	3	4	5	6	7	8	9
PATIENT NAME HIC NUMBER FROM DT THRU DT CLM STATUS	PATIENT CNTRL NUMBER ICN NUMBER NACHG HICHG TOB COST COVDY NCOVDY	RC RC RC	REM REM REM	DRG# OUTCD CAPCD PROF COMP DRG AMT	DRG OUT AMT NEW TECH MSP PAYMT DEDUCTIBLES	COINSURANCE COVD CHGS NCOVD CHGS DENIED CHGS	PAT REFUND ESRD NET ADJ INTEREST PRE PAY ADJ	CONTRACT ADJ PER DIEM RTE PROC CD AMT NET REIMB

### 3.4.1.4 Column 2 of the AC Page (Institutional SPR)

**PATIENT CNTRL NUMBER** - This field displays the Patient Control Number (PCN) that was submitted on the claim. The PCN is usually assigned by providers to each admission and provides an easy method for posting payments.

**ICN NUMBER** - This field displays the Internal Control Number (ICN). The 14-digit ICN is a unique number assigned to the claim at the time it is received by the Intermediary. It is used to track and monitor the claim. The first six digits reflect when the claim was received. The first digit is a century code ("1" indicates 1900-1999 and "2" indicates 2000 and after). The second two digits indicate the last two digits of the year that the claim was received. The next three digits indicate the day of the year the claim was submitted, out of 365 days (366 in a leap year). The last eight digits are a unique set of numbers assigned by Medicare contractors.

**EXAMPLE:** A claim with ICN number 20205302000001 would have been received on February 22, 2002.

**NACHG** - This field indicates whether the beneficiary's name was changed during the processing of the claim. See Table 3-7 for the qualifiers associated with a beneficiary name change.

**Table 3-7. Qualifiers Associated with Beneficiary Name Change**

Qualifier	Description
QC	<b>No name change:</b> the name used to process the claim is the same as the name that was submitted on the claim.
74	<b>Name change:</b> the beneficiary's name was changed during the processing of the claim. The name the claim was processed with shows in the PATIENT NAME field.

**HICHG** - This field indicates whether the beneficiary's HIC number was changed during the processing of the claim. See Table 3-8 for the qualifiers associated with a beneficiary HIC number change.

**Table 3-8. Qualifiers Associated with Beneficiary HIC Number Change**

Qualifier	Description
N	<b>No HIC change:</b> the beneficiary's HIC number used to process the claim is the same as the HIC number that was submitted on the claim.
C	<b>HIC change:</b> the beneficiary's HIC number was changed during the processing of the claim. The HIC number the claim was processed with shows in the HIC NUMBER field. If the HIC number has changed, it is important to note the change for future reference.

**TOB** - This field indicates the Type of Bill (TOB) that the claim data reflects. The TOB is a 3-digit numeric code that identifies what type of provider is billing and in what sequence. If the claim was denied or rejected, the TOB changes to XX0. See Table 3-9 for details regarding the TOB code structure.



**Table 3-9. Type of Bill Code Structure**

Type of Bill (Code Structure)	
<b>1st DIGIT - TYPE OF FACILITY</b>	
1	Hospital
2	Skilled Nursing Facility (SNF)
3	Home Health
4	Religious Non-Medical (Hospital)
5	Religious Non-Medical (Extended Care)
6	Intermediate Care
7	Clinic or Hospital Based Renal Dialysis Facility (Requires special information in second digit below)
8	Special Facility or hospital ASC surgery (Requires special information in second digit below)
9	Reserved for National Assignment
<b>2nd DIGIT - (EXCEPT CLINICS AND SPECIAL FACILITIES) - BILL CLASSIFICATION</b>	
1	Inpatient Part A
2	Hospital Based or Inpatient (Part B) (Includes HHA visits under a Part B plan of treatment)
3	Outpatient (Includes HHA visits under Part A plan of treatment and use of HHA DME under a Part A plan of treatment)
4	Other (Part B) (Includes HHA medical and other health services not under a plan of treatment, SNF diagnostic clinical laboratory services to “non-patients”, and referred diagnostic services)
5	Intermediate Care - Level I
6	Intermediate Care - Level II
7	Subacute Inpatient (Revenue Code 19X required)
8	Swing bed (Indicates billing for SNF level of care in a hospital with an approved swing bed agreement)
9	Reserved for National Assignment
<b>2nd DIGIT - (CLINICS ONLY) - BILL CLASSIFICATION</b>	
1	Rural Health Clinic (RHC)
2	Hospital Based or Independent Renal Dialysis Facility
3	Free-Standing Provider-Based Federally Qualified Health Centers (FQHCs)
4	Outpatient Rehabilitation Facility (ORF)
5	Comprehensive Outpatient Rehabilitation Facility (CORF)
6	Community Mental Health Center (or Clinic) (CMHC)
7&8	Reserved for National Assignment
9	Other
<b>2nd DIGIT - (SPECIAL FACILITIES ONLY) - BILL CLASSIFICATION</b>	
1	Hospice (Non-Hospital Based)
2	Hospice (Hospital Based)
3	Ambulatory Surgical Center Services to Hospital Outpatients (ASC)
4	Free Standing Birthing Center
5	Critical Access Hospitals (CAHs)
6	Residential Facility (Not used for Medicare)
7&8	Reserved for National Assignment
9	Other

Type of Bill (Code Structure)	
3rd DIGIT - BILL CLASSIFICATION	
0	Non-Payment / Zero Claim
1	Admit Through Discharge Claim
2	Interim - First Claim [Also used for Home Health Prospective Payment System (HHPPS) Request for Anticipated Payment (RAP)]
3	Interim - Continuing Claim(s)
4	Interim - Last Claim
7	Replacement of Prior Claim (Initiated by Provider)
8	Void / Cancel of Prior Claim (Initiated by Provider)
9	Home Health Prospective Payment System (HHPPS) Final Claim
F-P	Adjustment Claims (Not initiated by Provider)

**EXAMPLE:** In a 214 TOB, the “2” indicates a Skilled Nursing Facility (SNF); the “1” indicates an inpatient stay; and the “4” indicates that the beneficiary was discharged.

1	2	3	4	5	6	7	8	9
PATIENT NAME HIC NUMBER FROM DT THRU DT CLM STATUS	PATIENT CNTRL NUMBER ICN NUMBER NACHG HICHG TOB COST COVDY NCOVDY	RC RC RC RC	REM REM REM REM	DRG# OUTCD CAPCD PROF COMP DRG AMT	DRG OUT AMT NEW TECH MSP PAYMT DEDUCTIBLES	COINSURANCE COVD CHGS NCOVD CHGS DENIED CHGS	PAT REFUND ESRD NET ADJ INTEREST PRE PAY ADJ	CONTRACT ADJ PER DIEM RTE PROC CD AMT NET REIMB

**COST** - This field indicates the number of days used and applied to the Medicare Cost Report (MCR).

- A value displays in this field for **inpatient hospital, SNF, swing bed, and home health final claims**.
- This field does not apply to and shows a zero for **Rural Health Centers (or Clinics) (RHC), home health Request for Anticipated Payment (RAP), hospice, outpatient hospital, outpatient SNF, Community Mental Health Center (or Clinic) (CMHC), Comprehensive Outpatient Rehabilitation Facility (CORF), Outpatient Physical Therapy (OPT), and Renal Dialysis Facility (RDF) claims**.
- **For cancelled claims**, this field is negative.
- **For claims that are denied or rejected**, this field shows a zero.

**COVDY** - This field indicates the number of covered days or visits.

- A value shows in this field for **inpatient hospital, SNF, hospice, swing bed, and home health final claims**.
- This field does not apply to and shows a zero for **RHC, hospice, outpatient hospital, outpatient SNF, CMHC, CORF, OPT, RDF, and home health RAP claims**.
- **For cancelled claims**, this field is negative.
- **For claims that are denied or rejected**, this field shows a zero.

**NCOVDY** - This field shows the number of noncovered days or visits. Noncovered days or visits are submitted by the provider when it is known that days or visits are not covered by Medicare. Providers do not anticipate payment on noncovered days or visits they submit. A value appears in this field when the provider has submitted noncovered days or visits, or the day(s) or visit(s) was/were partially denied through Medical Review (MR). A value appears in this field **for an inpatient hospital and a SNF**. A value also appears in this field **for home health final claims** in cases where partially denied services result in a Low Utilization Payment Adjustment (LUPA).

1	2	3	4	5	6	7	8	9
PATIENT NAME HIC NUMBER FROM DT THRU DT CLM STATUS	PATIENT CNTRL NUMBER ICN NUMBER NACHG HICHG TOB COST COVDY NCOVDY	RC RC RC RC	REM REM REM REM	DRG# OUTCD CAPCD PROF COMP DRG AMT	DRG OUT AMT NEW TECH MSP PAYMT DEDUCTIBLES	COINSURANCE COVD CHGS NCOVD CHGS DENIED CHGS	PAT REFUND ESRD NET ADJ INTEREST PRE PAY ADJ	CONTRACT ADJ PER DIEM RTE PROC CD AMT NET REIMB

#### 3.4.1.5 Column 3 of the AC Page (Institutional SPR)

**RC** - This column header field displays the Claim Adjustment Reason Codes associated with this claim. *Claim Adjustment Reason Codes supply providers with important information regarding claims adjustments. A full list of Claim Adjustment Reason Codes may be found at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.*

#### 3.4.1.6 Column 4 of the AC Page (Institutional SPR)

**REM** - This field displays RA Remark Codes. *RA Remark Codes provide more information about adjustments made to the claim by adding specificity to the Claim Adjustment Reason Codes. A full list of RA Remark Codes may be found at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.*

1	2	3	4	5	6	7	8	9
PATIENT NAME HIC NUMBER FROM DT THRU DT CLM STATUS	PATIENT CNTRL NUMBER ICN NUMBER NACHG HICHG TOB COST COVDY NCOVDY	RC RC RC RC	REM REM REM REM	DRG# OUTCD CAPCD PROF COMP DRG AMT	DRG OUT AMT NEW TECH MSP PAYMT DEDUCTIBLES	COINSURANCE COVD CHGS NCOVD CHGS DENIED CHGS	PAT REFUND ESRD NET ADJ INTEREST PRE PAY ADJ	CONTRACT ADJ PER DIEM RTE PROC CD AMT NET REIMB

### 3.4.1.7 Column 5 of the AC Page (Institutional SPR)

**DRG #** - This field provides the Diagnosis Related Group (DRG) number assigned to the claims. The DRG number is determined based on the age, sex, discharge status, principal diagnosis, secondary diagnosis, and procedures performed on the beneficiary.

- A value only appears in this field **for inpatient hospitals**.

**OUTCD** - This field shows an outlier code of 70 to indicate when an operating Prospective Payment System (PPS) cost outlier was paid to a hospital provider. **This field does not apply to home health providers.**

**CAPCD** - This field indicates the capital pay code, specifying the provider's PPS capital payment code. **A value only appears in this field for hospital providers.** There are only three valid values for this field:

- A - hold harmless - cost payment for old capital
- B - hold harmless - 100% federal rate
- C - fully prospective blended rates

**PROF COMP** - This field indicates whether a physician's professional component was billed on the claim as part of a technical component. **This field only applies to Critical Access Hospitals (CAHs)** that have chosen the applicable payment methodology. This field shows the dollar amount of the billed professional component.

**DRG AMT** - This field indicates the dollar amount associated with the DRG code that has been adjusted based on the wage index. This field applies only **to inpatient hospital providers**.

- An amount appears in this field only **for inpatient hospitals and SNFs**. If the claim is cancelled, this amount is negative.
- **For SNFs**, this is the dollar amount associated with the billed Medicare Resource Utilization Group (RUG).
- **For RHC, Home Health Agency (HHA), outpatient hospital, outpatient SNF, swing bed, CMHC, CORF, OPT, End Stage Renal Disease (ESRD), and hospice claims**, this field shows a zero.

1	2	3	4	5	6	7	8	9
PATIENT NAME HIC NUMBER FROM DT THRU DT CLM STATUS	PATIENT CNTRL NUMBER ICN NUMBER NACHG HICHG TOB COST COVDY NCOVDY	RC RC RC RC	REM REM REM REM	DRG# OUTCD CAPCD PROF COMP DRG AMT	DRG OUT AMT NEW TECH MSP PAYMT DEDUCTIBLES	COINSURANCE COVD CHGS NCOVD CHGS DENIED CHGS	PAT REFUND ESRD NET ADJ INTEREST PRE PAY ADJ	CONTRACT ADJ PER DIEM RTE PROC CD AMT NET REIMB

### 3.4.1.8 Column 6 of the AC Page (Institutional SPR)

**DRG OUT AMT** - This field indicates whether an outlier payment was made in addition to the DRG payment. This field applies only to **inpatient hospital providers**. A value only appears in this field when a hospital provider is paid an outlier in addition to the DRG amount.

**NEW TECH** - This field reflects the dollar amount of the funds Medicare pays for “new technology” drugs and devices. This is in addition to the regular payment.

**MSP PAYMT** - This field indicates the Medicare Secondary Payer (MSP) Primary Payer amount. An amount appears in this field when the primary insurance has made payment towards the services on this claim. The amount is consistent with the amount reported by the provider on the claim.

**DEDUCTIBLES** - This field displays the dollar amount applied to the beneficiary’s deductible. The beneficiary (or other insurer, if applicable) is responsible for paying the provider the amount shown in this field. Deductibles vary by Medicare benefit (e.g., Part A hospital deductible, Part B deductible, blood deductible).

**EXAMPLE:** Part A deductibles apply to hospitals. For 2005, there is a deductible of \$912.00 for days 1-60 for each benefit period.

**NOTE:** Any services billed by an institutional provider, but paid from the Part B Medicare Trust Fund, may have a Part B deductible amount associated with this field. This is currently a yearly deductible amount of \$110 for 2005. This has a Group Code of “PR”. See Table 2-3 in Chapter 2 for a complete list of Group Codes.

Deductible amounts are subject to change annually.

1	2	3	4	5	6	7	8	9
PATIENT NAME HIC NUMBER FROM DT THRU DT CLM STATUS	PATIENT CNTRL NUMBER ICN NUMBER NACHG HICHG TOB COST COVDY NCOVDY	RC RC RC	REM REM REM	DRG# OUTCD CAPCD PROF COMP DRG AMT	DRG OUT AMT NEW TECH MSP PAYMT DEDUCTIBLES	COINSURANCE COVD CHGS NCOVD CHGS DENIED CHGS	PAT REFUND ESRD NET ADJ INTEREST PRE PAY ADJ	CONTRACT ADJ PER DIEM RTE PROC CD AMT NET REIMB

### 3.4.1.9 Column 7 of the AC Page (Institutional SPR)

**COINSURANCE** - This field shows the total dollar amount of coinsurance for which the beneficiary is responsible. The beneficiary (or other insurer, if applicable) is responsible for paying the provider the amount shown in this field.

- For **cancelled claims**, this amount is negative.
- An amount appears in this field for **outpatient hospital, RDF, OPT, RHC or any other services in which coinsurance applies**.

**EXAMPLE:** SNF coinsurance under Part A is \$114.00 per day for 2005, which must be paid by the beneficiary for days 21-100 in the SNF. Medicare pays in full for days 1-20.

**NOTE:** Coinsurance amounts are subject to change annually.

**COVD CHGS** - This field indicates the dollar amount of charges covered by Medicare. The combination of covered and noncovered charges is the total dollar amount of charges submitted by the provider. This amount does not necessarily match the net reimbursement amount.

- For **cancelled claims and RAPs**, this amount is negative.
- If a **claim was billed as noncovered or fully denied**, a zero amount appears in this field.

**NCOVD CHGS** - This field shows the dollar amount of the charges that are not covered by Medicare. This amount may reflect provider submitted noncovered charges, or partially denied charges by MR. An amount also appears in this field when an **HHA** submits a RAP when the beneficiary has an open MSP record on Health Insurance Query A (HIQA)/Health Insurance Query for Home Health Agencies (HIQH).

An amount is **not** displayed in this field if:

- The charges were fully denied by MR (this amount shows in the DENIED CHGS field); or
- The claim was cancelled (this shows in the COVD CHGS field as a negative amount).

If an adjustment claim was submitted, the original claim appears on the RA as a cancelled claim (TOB XX8). The amount in the NCOVD CHGS field appears as a negative amount.

1	2	3	4	5	6	7	8	9
PATIENT NAME HIC NUMBER FROM DT THRU DT CLM STATUS	PATIENT CNTRL NUMBER ICN NUMBER NACHG HICHG TOB COST COVDY NCOVDY	RC RC RC RC	REM REM REM REM	DRG# OUTCD CAPCD PROF COMP DRG AMT	DRG OUT AMT NEW TECH MSP PAYMT DEDUCTIBLES	COINSURANCE COVD CHGS NCOVD CHGS DENIED CHGS	PAT REFUND ESRD NET ADJ INTEREST PRE PAY ADJ	CONTRACT ADJ PER DIEM RTE PROC CD AMT NET REIMB

**DENIED CHGS** - This field indicates the dollar amount of charges that were denied. *It is important to note that an amount in this field does not necessarily indicate MR denied the charges.* Charges appear in this field when the claim was denied for MR or any other reason. To clearly identify the reason for the charges showing in the DENIED CHGS column, reference the Claim Adjustment Reason Codes provided in the RC field and/or the RA Remark Codes in the REM field.



1	2	3	4	5	6	7	8	9
PATIENT NAME HIC NUMBER FROM DT THRU DT CLM STATUS	PATIENT CNTRL NUMBER ICN NUMBER NACHG HICHG TOB COST COVDY NCOVDY	RC RC RC RC	REM REM REM REM	DRG# OUTCD CAPCD PROF COMP DRG AMT	DRG OUT AMT NEW TECH MSP PAYMT DEDUCTIBLES	COINSURANCE COVD CHGS NCOVD CHGS DENIED CHGS	PAT REFUND ESRD NET ADJ INTEREST PRE PAY ADJ	CONTRACT ADJ PER DIEM RTE PROC CD AMT NET REIMB

### 3.4.1.10 Column 8 of the AC Page (Institutional SPR)

**PAT REFUND** - This field indicates the beneficiary refund amount. This is the amount the provider owes the beneficiary for overpaid deductible and coinsurance.

**ESRD NET ADJ** - This field indicates the ESRD Network Reduction amount and **only applies to RDFs**. This is the amount that Medicare's payment is reduced by to help fund the ESRD Network. The current amount is \$.50 per covered session.

**EXAMPLE:** A processed claim with six covered sessions shows an amount of \$3.00 in the ESRD NET ADJ field on the SPR.

**INTEREST** - This field shows an amount when Medicare has paid interest on a claim. Medicare pays interest when a clean claim is not paid in a timely manner.

**PRE PAY ADJ** - This field indicates any presumptive payment adjustment on a claim. This field shows an amount when forced balancing of the SPR is required.

1	2	3	4	5	6	7	8	9
PATIENT NAME HIC NUMBER FROM DT THRU DT CLM STATUS	PATIENT CNTRL NUMBER ICN NUMBER NACHG HICHG TOB COST COVDY NCOVDY	RC RC RC RC	REM REM REM REM	DRG# OUTCD CAPCD PROF COMP DRG AMT	DRG OUT AMT NEW TECH MSP PAYMT DEDUCTIBLES	COINSURANCE COVD CHGS NCOVD CHGS DENIED CHGS	PAT REFUND ESRD NET ADJ INTEREST PRE PAY ADJ	CONTRACT ADJ PER DIEM RTE PROC CD AMT NET REIMB

### 3.4.1.11 Column 9 of the AC Page (Institutional SPR)

**CONTRACT ADJ** - This field indicates an adjustment resulting from a contractual agreement between the payer and payee, or a regulatory requirement. Generally, these adjustments are considered a write-off for the provider and are not billed to the beneficiary. The Group Code “CO” is used for these adjustments.

**PER DIEM RTE** - This field identifies the per diem amount to be paid for an individual claim from providers who are reimbursed on a per diem basis. If the provider is reimbursed on a percentage of charges, this field identifies the percentage. Few providers remain that are still reimbursed by per diem rates. Therefore, for most providers, this field shows a zero amount.

**PROC CD AMT** - This field indicates the procedure code amount.

- **For Outpatient Prospective Payment System (OPPS) services**, this amount reflects the difference between the COVD CHGS and the NCOVD CHGS fields.
- **For outpatient services paid under the Medicare Fee Schedule (MFS)**, this is the total reimbursement amount for all of the covered services under the MFS. For more information about the Medicare Physician Fee Schedule, go to [www.cms.hhs.gov/physicians/pfs](http://www.cms.hhs.gov/physicians/pfs) on the CMS website.
- **For an RDF**, this amount is the rate multiplied by the number of covered units.
- **For an RHC**, this amount is the covered charge.
- **For inpatient hospital, SNF, swing bed, and CAH claims**, this field shows a zero.

**NET REIMB** - This field displays the net reimbursement for each claim.

### 3.4.2 The Summary Page (Institutional SPR)

The summary page of an Institutional SPR provides a summary of all the claims present on the SPR. Figure 3-20 is an example of a summary page from an Institutional SPR. This page has been divided into six separate sections for easy viewing. The lines and large bold numbers were added to designate particular sections of the summary page that are discussed on the following pages.

<b>1</b>		INTERMEDIARY MED A SERVICES 123456 DEF-COUNTY FAMILY MEDICINE	FIFTH AVENUE PLACE S U M M A R Y PART A	ANYTOWN PA 15000 PAID DATE: 08/19/2004	REMIT#: 2019	VER# 4010-A1 PAGE: 3
CLAIM DATA:		PASS THRU AMOUNTS:		PROVIDER PAYMENT RECAP :		
DAYS :		CAPITAL :	.00	PAYMENTS :	<b>6</b>	
COST :	13	RETURN ON EQUITY :	.00	DRG OUT AMT :		.00
COVDY :	14	DIRECT MEDICAL EDUCATION :	.00	INTEREST :		.00
NCVDY :	0	KIDNEY ACQUISITION :	.00	PROC CD AMT :		.00
CHARGES :		BAD DEBT :	.00	NET REIMB :		7,238.80
COVD :	19,832.79	NON PHYSICIAN ANESTHETISTS :	.00	TOTAL PASS THRU :		.00
NCVD :	.00	TOTAL PASS THRU :	.00	PIP PAYMENTS :		.00
DENIED :	.00	PIP PAYMENT :	.00	SETTLEMENT PYMTS :		.00
PROF COMP :	.00	SETTLEMENT PAYMENTS :	.00	ACCELERATED PAYMENTS :		.00
MSP PAYMT :	.00	ACCELERATED PAYMENTS :	.00	REFUNDS :		.00
DEDUCTIBLES :	.00	REFUNDS :	.00	PENALTY RELEASE :		.00
COINSURANCE :	138.81	PENALTY RELEASE :	.00	TRANS OUTP PYMT :		.00
PAT REFUND :	.00	TRANS OUTP PYMT :	.00	HEMOPHILIA ADD-ON :		.00
INTEREST :	.00	HEMOPHILIA ADD-ON :	.00	NEW TECH ADD-ON :		.00
CONTRACT ADJ :	12,455.18	NEW TECH ADD-ON :	.00	BALANCE FORWARD :		.00
PROC CD AMT :	.00	WITHHOLD FROM PAYMENTS :	.00	ADJUSTMENT TO BALANCE :		.00
NET REIMB :	7,238.80	CLAIMS ACCOUNTS RECEIVABLE :	.00	NET PROVIDER PAYMENT :		7,238.80
		ACCELERATED PAYMENTS :	.00	(PAYMENTS MINUS WITHHOLD)		
		PENALTY :	.00	CHECK/EFT NUMBER :		EFT1234567
		SETTLEMENT :	.00			
		TOTAL WITHHOLD :	.00			

Figure 3-20. Summary Page from an Institutional SPR

#### 3.4.2.1 Section 1 of the Summary Page (Institutional SPR)

The information in Section 1 of the summary page is identical to the header information described in the AC section (Section 3.4.1.1). The only information that differs in this section is the page number.

#### 3.4.2.2 Section 2 of the Summary Page - Claim Data (Institutional SPR)

Section 2 of the summary page of the SPR (depicted in Figure 3-21) displays totals for all the claims referenced on this SPR. The fields displayed in this section are listed below.

**DAYS** - This is a header for the following three fields. No data is displayed for this field.

**COST** - This field summarizes the total number of days applied to the MCR for claims processed on this SPR. The value in this field is a total of all values in the COST field on the AC page(s).

**COVDY** - This field summarizes the covered days for claims processed on this SPR. The value in this field is a total of all values in the COVDY field on the AC page(s).

CLAIM DATA:		
DAYS :		<b>2</b>
COST :	13	
COVDY :	14	
NCVDY :	0	
CHARGES :		
COVD :	19,832.79	
NCVD :	.00	
DENIED :	.00	
PROF COMP :	.00	
MSP PAYMT :	.00	
DEDUCTIBLES :	.00	
COINSURANCE :	138.81	
PAT REFUND :	.00	
INTEREST :	.00	
CONTRACT ADJ :	12,455.18	
PROC CD AMT :	.00	
NET REIMB :	7,238.80	

Figure 3-21. Claim Data on the SPR Summary Page

**NCOVDY** - This field summarizes the noncovered days for claims processed on this SPR. The value in this field is a total of all values in the NCOVDY field on the AC page(s).

**CHARGES** - This is a header for the following three fields. No data is displayed for this field.

**COVD** - This field summarizes the covered charges for claims processed on this SPR. The value in this field is a total of all values in the COVD CHGS field on the AC page(s).

**NCOVD** - This field summarizes the noncovered charges for claims processed on this SPR. The value in this field is a total of all values in the NCOVD CHGS field on the AC page(s).

**DENIED** - This field summarizes the denied charges for claims processed on this SPR. The value in this field is a total of all values in the DENIED CHGS field on the AC page(s).

**PROF COMP** - This field summarizes the professional component amount for claims processed on this SPR. The value in this field is a total of all values in the PROF COMP field on the AC page(s).

**MSP PAYMT** - This field summarizes the MSP payments made for claims processed on this SPR. The value in this field is a total of all values in the MSP PAYMT field on the AC page(s).

**DEDUCTIBLES** - This field summarizes the deductible payments owed to the provider by beneficiaries for claims processed on this SPR. The value in this field is a total of all values in the DEDUCTIBLES field on the AC page(s).

**COINSURANCE** - This field summarizes the coinsurance amount owed to the provider by beneficiaries for claims processed on this SPR. The value in this field is a total of all values in the COINSURANCE field on the AC page(s).

**PAT REFUND** - This field summarizes the beneficiary refund amount. The value in this field is a total of all values in the PAT REFUND field on the AC page(s).

**INTEREST** - This field summarizes the interest paid to the provider for clean claims that were not processed in a timely manner. The value in this field is a total of all values in the INTEREST field on the AC page(s).

**CONTRACT ADJ** - This field summarizes the contractual adjustment amount for claims processed on this SPR. This field is a total of all values in the CONTRACT ADJ field on the AC page(s).

CLAIM DATA:			
DAYS	:		<b>2</b>
COST	:	13	
COVDY	:	14	
NCOVDY	:	0	
CHARGES	:		
COVD	:	19,832.79	
NCOVD	:	.00	
DENIED	:	.00	
PROF COMP	:	.00	
MSP PAYMT	:	.00	
DEDUCTIBLES	:	.00	
COINSURANCE	:	138.81	
PAT REFUND	:	.00	
INTEREST	:	.00	
CONTRACT ADJ	:	12,455.18	
PROC CD AMT	:	.00	
NET REIMB	:	7,238.80	

**PROC CD AMT** - This field summarizes the procedure code payable amount for claims processed on this SPR. This amount is a total of all amounts in the PROC CD AMT field on the AC page(s).

**NET REIMB** - This amount indicates the total dollar amount that a provider receives for claims. This amount is a total of all amounts in the NET REIMB field on the AC page(s).

CLAIM DATA:			2
DAYS	:		
COST	:	13	
COVDY	:	14	
NCOVDY	:	0	
CHARGES	:		
COVD	:	19,832.79	
NCOVD	:	.00	
DENIED	:	.00	
PROF COMP	:	.00	
MSP PAYMT	:	.00	
DEDUCTIBLES	:	.00	
COINSURANCE	:	138.81	
PAT REFUND	:	.00	
INTEREST	:	.00	
CONTRACT ADJ	:	12,455.18	
PROC CD AMT	:	.00	
NET REIMB	:	7,238.80	

### 3.4.2.3 Section 3 of the Summary Page - Pass Thru Amounts (Institutional SPR)

This field (see Figure 3-22) is a header for the following seven fields. These fields only apply **to inpatient hospitals paid under a PPS**. Pass thru amounts are cost reimbursed services paid on a biweekly basis in addition to the Claim Payment Amount for claims processed on this RA. Therefore, any amounts shown in the following fields are paid in addition to any claims processed on this RA.

PASS THRU AMOUNTS:		
CAPITAL	:	.00
RETURN ON EQUITY	:	.00
DIRECT MEDICAL EDUCATION	:	.00
KIDNEY ACQUISITION	:	.00
BAD DEBT	:	.00
NON PHYSICIAN ANESTHETISTS:	:	.00
TOTAL PASS THRU	:	.00

**Figure 3-22.** Pass Through Amounts Data on the SPR Summary Page

**CAPITAL** - This field is not applicable at this time. Therefore, this field shows a zero.

**RETURN ON EQUITY** - This field is not applicable at this time. Therefore, this field shows a zero.

**DIRECT MEDICAL EDUCATION** - This field reflects an additional payment made to a hospital for services provided by an intern and/or resident physician. This field only applies to a limited number of hospitals that have received approval for medical education.

**KIDNEY ACQUISITION** - This field indicates the additional payment amount that a certified hospital receives for kidney acquisition. This field only applies to a limited number of hospitals that have been approved for kidney acquisition.

**BAD DEBT** - This field indicates the dollar amount of reimbursable bad debts. Bad debts are coinsurance and deductibles that a hospital is unable to collect from a beneficiary.

**NON PHYSICIAN ANESTHETISTS** - This field indicates the reimbursement amount that a hospital receives for Certified Registered Nurse Anesthetist (CRNA) services.

**TOTAL PASS THRU** - This field shows a total of the amounts shown in the previous six fields.

### 3.4.2.4 Section 4 of the Summary Page (Institutional SPR)

**PIP PAYMENT** - This field (see Figure 3-23) indicates the dollar amount of the Periodic Interim Payment (PIP) that the provider received. PIP providers receive these payments bi-weekly as their reimbursement amount, regardless of the claims processed on the RA. Therefore, PIP providers do not receive additional reimbursement for claims. **Only inpatient hospital, inpatient rehabilitation, and SNF providers** are eligible for PIP payments.

PIP PAYMENT	:	.00
SETTLEMENT PAYMENTS	:	.00
ACCELERATED PAYMENTS	:	.00
REFUNDS	:	.00
PENALTY RELEASE	:	.00
TRANS OUTP PYMT	:	.00
HEMOPHILIA ADD-ON	:	.00
NEW TECH ADD-ON	:	.00

**Figure 3-23.** Additional Fields on the SPR Summary Page

**SETTLEMENT PAYMENTS** - This field reflects refund amounts issued for settlement payments. A settlement payment can be issued for the following three reasons:

- Cost Report Settlements (tentative and final)
- Lump Sum Adjustments calculated during Interim Rate Reviews
- Any refunds issued due to excessive funds being withheld on overpayment withholdings

A refund for the third reason occurs if an amount was withheld from the provider's claims payments and a check is received from the provider a few days later. The amount is refunded to the provider since it was collected twice.

**ACCELERATED PAYMENTS** - This field indicates the dollar amount of an accelerated payment that a provider received. Accelerated payments are authorized by the Centers for Medicare & Medicaid Services (CMS) and are paid in addition to the amount paid for claims processed on this SPR.

**REFUNDS** - This field shows refunds unrelated to settlement payments. Examples include reissuing a check that was voided, or refunding a claim payment made to Medicare in error.

**PENALTY RELEASE** - This field reflects a release of money previously withheld from a provider on penalty withhold. Penalty withholds may occur due to non-receipt of a credit balance report, payment suspension, or an unfiled MCR.

**TRANS OUTP PYMT** - This field indicates the amount of a Transitional Outpatient Payment (TOP). TOPs were developed to prevent losses due to payments under the OPPS. Therefore, this field applies only to providers who are reimbursed under OPPS. TOPs are paid on a monthly basis.

**HEMOPHILIA ADD-ON** - This field reflects the additional payment amount an inpatient hospital provider receives for hemophilia blood clotting factor. An add-on payment is generated when a claim is billed with a Healthcare Common Procedure Coding System

(HCPCS) code for hemophilia blood clotting factor. This payment is in addition to the DRG payment that a hospital receives, and is based on the number of units billed.

PIP PAYMENT	:	.00
SETTLEMENT PAYMENTS	:	.00
ACCELERATED PAYMENTS	:	.00
REFUNDS	:	.00
PENALTY RELEASE	:	.00
TRANS OUTP PYMT	:	.00
HEMOPHILIA ADD-ON	:	.00
NEW TECH ADD-ON	:	.00

**4**

**NEW TECH ADD-ON** - This field reflects the dollar amount of the funds Medicare pays for “new technology” drugs and devices. This is in addition to the regular payment.



### 3.4.2.5 Section 5 of the Summary Page - Withhold From Payments (Institutional SPR)

#### **CLAIMS ACCOUNTS RECEIVABLE -**

This field (see Figure 3-24) identifies the amount withheld from the current SPR's net reimbursement and applied to an existing claim receivable balance. The claim receivable balance would have been created and carried forward from net negative

reimbursement on a previous SPR. Common causes of net negative reimbursement on an SPR include cancellation or adjustment to a previous paid claim. When the net negative reimbursement exceeds total payments, a claim receivable balance carries forward and offsets future payments. Providers need to monitor negative net reimbursement totals on SPRs in order to identify the claim receivable withholdings that are recouped on future SPRs.

WITHHOLD FROM PAYMENTS	:		
CLAIMS ACCOUNTS RECEIVABLE	:		.00
ACCELERATED PAYMENTS	:		.00
PENALTY	:	<b>5</b>	.00
SETTLEMENT	:		.00
TOTAL WITHHOLD	:		.00

**Figure 3-24.** Withhold from Payments Data on the SPR Summary Page

**ACCELERATED PAYMENTS** - This field indicates the dollar amount being withheld to recover an accelerated payment previously paid to the provider.

**PENALTY** - This field indicates the amount of payment withheld from a provider due to an unfiled MCR, a payment suspension, or a credit balance report not being submitted in a timely manner.

**SETTLEMENT** - This field indicates the dollar amount withheld from a provider due to an unpaid settlement owed to Medicare.

**TOTAL WITHHOLD** - This field indicates the total amount withheld on this RA. That is, the total of the previous four fields (CLAIMS ACCOUNT RECEIVABLE, ACCELERATED PAYMENTS, PENALTY, and SETTLEMENT).

### 3.4.2.6 Section 6 - Provider Payment Recap (Institutional SPR)

Section 6 of the summary page of the SPR (depicted in Figure 3-25) displays all provider payment on this SPR. The fields referenced in this section are displayed as follows.

**PAYMENTS** - This is a header for the following 17 fields. No data is displayed for this field.

**DRG OUT AMT** - This field reflects the total DRG Outlier Amount for claims processed on this SPR.

**INTEREST** - This field displays the total amount when Medicare has paid interest on any claim. Interest is paid by Medicare when a clean claim is not paid in a timely manner.

**PROC CD AMT** - This field indicates the total of the amounts shown in the PROC CD AMT field of the AC page(s). That is, the total procedure code payable amount.

**NET REIMB** - This field indicates the total of the amounts shown in the NET REIMB field of the AC page(s). That is, the total net reimbursement that the provider receives for claims processed on this SPR.

**TOTAL PASS THRU** - The amount in this field reflects the total pass thru amounts processed on this SPR.

**PIP PAYMENTS** - The amount in this field reflects the total PIP payment amount paid on this SPR.

**SETTLEMENT PYMTS** - The amount in this field reflects the total settlement payments paid on this SPR.

**ACCELERATED PAYMENTS** - The amount in this field indicates the total accelerated payments paid on this SPR.

**REFUNDS** - The amount in this field indicates the total refund amount paid on this SPR.

**PENALTY RELEASE** - The amount in this field indicates the total penalty release amount paid on this SPR.

**TRANS OUTP PYMT** - The amount in this field indicates the total TOP amount paid on this SPR.

PROVIDER PAYMENT RECAP	:	
PAYMENTS	:	<b>6</b>
DRG OUT AMT	:	.00
INTEREST	:	.00
PROC CD AMT	:	.00
NET REIMB	:	7,238.80
TOTAL PASS THRU	:	.00
PIP PAYMENTS	:	.00
SETTLEMENT PYMTS	:	.00
ACCELERATED PAYMENTS	:	.00
REFUNDS	:	.00
PENALTY RELEASE	:	.00
TRANS OUTP PYMT	:	.00
HEMOFILIA ADD-ON	:	.00
NEW TECH ADD-ON	:	.00
BALANCE FORWARD	:	.00
WITHHOLD	:	.00
ADJUSTMENT TO BALANCE:	:	.00
NET PROVIDER PAYMENT :	:	7,238.80
(PAYMENTS MINUS WITHHOLD)	:	
CHECK/EFT NUMBER	:	EFT1234567

**Figure 3-25.** Provider Payment Recap  
Data on the SPR Summary Page

**HEMOPHILIA ADD-ON** - This field indicates the total amount of the hemophilia add-on amount paid on this SPR.

**NEW TECH ADD-ON** - This field reflects the total dollar amount of the funds Medicare pays for “new technology” drugs and devices. This is in addition to the regular payment.

**BALANCE FORWARD** - This field reflects whether an outstanding balance owed to the Medicare Program is carried forward to the next SPR. An outstanding balance is carried forward to the next SPR when the provider has insufficient funds to satisfy the claim receivable created on this SPR. A claim receivable results whenever the net reimbursement total on an SPR is negative.

**WITHHOLD** - This field indicates the total amount withheld (claims account receivables, accelerated payments, penalties, or settlements) for claims processed on this SPR.

**ADJUSTMENT TO BALANCE** - This field indicates the total of presumptive payment adjustments claims. This field shows an amount when forced balancing of the SPR is required.

**NET PROVIDER PAYMENT** - The amount in this field indicates the net amount being paid to the provider. This amount should match the amount of the check or EFT issued to the provider.

**CHECK/EFT NUMBER** - This field indicates the check or EFT transaction number in which payment was issued for the claims processed on this SPR. If a paper check is issued, this field begins with a zero. If payment was made through an EFT transaction, this field begins with “EFT”. If no payment is issued, the RA number is inserted.

PROVIDER PAYMENT RECAP	:	
PAYMENTS	:	<b>6</b>
DRG OUT AMT	:	.00
INTEREST	:	.00
PROC CD AMT	:	.00
NET REIMB	:	7,238.80
TOTAL PASS THRU	:	.00
PIP PAYMENTS	:	.00
SETTLEMENT PYMTS	:	.00
ACCELERATED PAYMENTS	:	.00
REFUNDS	:	.00
PENALTY RELEASE	:	.00
TRANS OUTP PYMT	:	.00
HEMOPHILIA ADD-ON	:	.00
NEW TECH ADD-ON	:	.00
BALANCE FORWARD	:	.00
WITHHOLD	:	.00
ADJUSTMENT TO BALANCE:	:	.00
NET PROVIDER PAYMENT	:	7,238.80
(PAYMENTS MINUS WITHHOLD)	:	
CHECK/EFT NUMBER	:	EFT1234567

### 3.5 BALANCING AN INSTITUTIONAL REMITTANCE ADVICE (RA)

Remittance balancing reconciles differences between payment amounts shown on the Remittance Advice (RA) with the amounts actually billed by the provider. Balancing requires that the total paid is equal to the total billed, plus or minus any payment adjustments. According to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), every electronic transaction issued by an Intermediary must balance at the service-line, claim, and transaction levels.

#### **DISCLAIMER**

**The examples included in this section are for demonstration purposes only. The field names may vary depending on the software the provider/receiver uses to view the RA. Service-line balancing may not apply to some institutional providers.**

#### 3.5.1 What Are the General Rules for Remittance Balancing?

The following Electronic Remittance Advice (ERA) field completion and calculation rules apply to the corresponding fields in the Standard Paper Remittance Advice (SPR):

- The CHECK AMT (BPR02 field in the ERA) is the sum of all claim-level payments, less any provider-level adjustments (PLB segment in the 835);
- Any adjustment applied to the submitted charge and/or units is reported in the claim or service adjustment segments with the appropriate Group Codes, Claim Adjustment Reason Codes, and RA Remark Codes explaining the adjustments. The same adjustment may not be reported at both the claim and the service-line level of an RA. Every provider-level adjustment is likewise reported in the provider-level adjustment section of the SPR (PLB segment in the 835);
- Any positive adjustments (e.g., coinsurance paid by the beneficiary) reduce the provider's amount of payment from Medicare; and
- Any negative adjustments (e.g., interest on a clean claim that is paid after the 30<sup>th</sup> day from receipt) increase the amount of the payment from Medicare. Any adjustment reported with a negative sign reflects an increase in Medicare payment.

### 3.5.2 Transaction-Level Balancing an Institutional RA

Transaction-level balancing reconciles the total of all adjustments for all claims listed on the RA. Providers should use transaction-level balancing to reconcile the check amount with the total or sum of all provider-level adjustments.

The transaction-level balancing formula is:

	Total of claim payment amounts included in this RA
–	Provider-level adjustment(s) made to the claim payments
	<b>Total Payment Amount</b>
	(This should match the check or EFT amount)

#### 3.5.2.1 On an Institutional ERA

The Provider Payment Summary (PS) screen is used to perform transaction-level balancing. This screen provides a summary of the provider's payments (shown in the PAYMENT TOTAL field), regardless of the Type of Bill (TOB) or Fiscal Year End (FYE) (see Figure 3-26). This screen may also include a FINANCIAL ADJUSTMENTS field that appears only if financial adjustments have been made. The amount in the FINANCIAL ADJUSTMENTS field should be used to determine total provider adjustments. If claims are billed using more than one provider number, there is a separate PS screen for each provider number.

Example Part A ERA.txt - PC-Print for Windows

File Edit View Admin Help

Medicare National Standard Remittance Advice

100001  
CHECK / EFT NUMBER: 001247178

=====

PAYMENT SUMMARY

PAYMENT TOTAL: 9871.50 BILLING CYCLE: 08/11/2001  
TOTAL CLAIMS: 6 TOTAL PIP CLAIMS: 0

FINANCIAL ADJUSTMENTS

FB/BF: 573420.50 FB/CO: -573420.50 L6/IN: -23.66

Total claims: 37

**Figure 3-26.** The PS Screen of an Institutional ERA Used for Transaction-Level Balancing

### 3.5.2.2 On an Institutional SPR

The PROVIDER PAYMENT RECAP section located on the Summary Page is used to locate fields involved in transaction-level balancing (see Figure 3-27). To obtain the total payment amount, add all the amounts in the PAYMENTS section (including DRG OUT AMT, INTEREST, PROC CD AMT, NET REIMB, TOTAL PASS THRU, PIP PAYMENTS, SETTLEMENT PYMTS, ACCELERATED PAYMENTS, REFUNDS, PENALTY RELEASE, TRANS OUTP PYMT, HEMOPHILIA ADD-ON, NEW TECH ADD-ON, BALANCE FORWARD, WITHHOLD, and ADJUSTMENT TO BALANCE). The WITHHOLD field is a negative amount which represents the total provider adjustments (found in Section 5 of Figure 3-27). This should result in the amount of the provider's reimbursement check (NET PROVIDER PAYMENT in Section 6 of Figure 3-27).

**1**

INTERMEDIARY 123456	MED A SERVICES DEF-COUNTY FAMILY MEDICINE	FIFTH AVENUE PLACE PART B	ANYTOWN PA 15000	PAID DATE: 08/19/2004	REMIT#: 2019	VER# 4010-A1 PAGE: 3
<b>S U M M A R Y</b>						
<b>CLAIM DATA:</b>		<b>PASS THRU AMOUNTS:</b>		<b>PROVIDER PAYMENT RECAP :</b>		
DAYS :		CAPITAL :	.00	<b>6</b>		
COST :	13	RETURN ON EQUITY :	.00			
COVDY :	14	DIRECT MEDICAL EDUCATION :	.00			
NCVDY :	0	KIDNEY ACQUISITION :	.00			
		BAD DEBT :	.00			
		NON PHYSICIAN ANESTHETISTS :	.00			
		TOTAL PASS THRU :	.00			
<b>CHARGES :</b>						
COVD :	19,832.79					
NCVD :	.00					
DENIED :	.00					
<b>PROF COMP :</b>	.00	<b>PIP PAYMENT :</b>	.00	<b>PAYMENTS :</b>		
MSP PYMT :	.00	SETTLEMENT PAYMENTS :	.00	DRG OUT AMT :		
DEDUCTIBLES :	.00	ACCELERATED PAYMENTS :	.00	INTEREST :		
COINSURANCE :	138.81	REFUNDS :	.00	PROC CD AMT :		
		PENALTY RELEASE :	.00	NET REIMB :		
PAT REFUND :	.00	TRANS OUTP PYMT :	.00	TOTAL PASS THRU :		
INTEREST :	.00	HEMOPHILIA ADD-ON :	.00	PIP PAYMENTS :		
CONTRACT ADJ :	12,455.18	NEW TECH ADD-ON :	.00	SETTLEMENT PYMTS :		
PROC CD AMT :	.00			ACCELERATED PAYMENTS :		
NET REIMB :	7,238.80			REFUNDS :		
		<b>WITHHOLD FROM PAYMENTS :</b>		PENALTY RELEASE :		
		CLAIMS ACCOUNTS RECEIVABLE :	.00	TRANS OUTP PYMT :		
		ACCELERATED PAYMENTS :	.00	HEMOPHILIA ADD-ON :		
		PENALTY :	.00	NEW TECH ADD-ON :		
		SETTLEMENT :	.00	BALANCE FORWARD :		
		TOTAL WITHHOLD :	.00	WITHHOLD :		
				ADJUSTMENT TO BALANCE :		
				NET PROVIDER PAYMENT :		
				(PAYMENTS MINUS WITHHOLD)		
				CHECK/EFT NUMBER :		
				EFT1234567		

**Figure 3-27.** The Summary Page of an Institutional SPR Used for Transaction-Level Balancing

Figure 3-28 shows the figures that are used to balance the SPR shown in Figure 3-27 at the transaction level.

Payments Reported on the SPR	\$	NET PROVIDER PAYMENT
NET REIMB	7238.80	
(Provider-level adjustments)	(0.00)	
<b>Total Payments</b>	<b>\$7238.80</b>	<b>\$7238.80</b>

**Figure 3-28.** A Balanced Institutional SPR on the Transaction Level

### 3.5.3 Claim-Level Balancing an Institutional RA

Claim-level balancing encompasses the entire claim for one beneficiary. Providers use claim-level balancing to settle an individual claim. Claim-level balancing subtracts the sum of all adjustments applied to a claim from the submitted charges for a claim. The same adjustment cannot be taken at both the service-line and the claim levels.

The claim-level balancing formula is:

	Total submitted charge for this claim
–	Monetary adjustment amounts applied to this claim
	<b>Paid Amount for this Claim</b>

#### 3.5.3.1 On an Institutional ERA

On an Institutional ERA, all the fields required for claim-level balancing may be found in the Payment Data Section of the Single Claim (SC) screen (see Section 4 of Figure 3-29). The DRG AMOUNT field is the total submitted charge for the claim, and the paid amount for the claim may be found in the NET REIM AMT field. All the other fields in this section of the SC screen constitute the “Monetary adjustment amounts applied to this claim” portion of the equation. These fields include DRG/OPER/CAP, LINE ADJ AMT, OUTLIER, CAP OUTLIER, CASH DEDUCT, BLOOD DEDUCT, COINSURANCE, PAT REFUND, MSP LIAB MET, REIM RATE, MSP PRIM PAYER, PROF COMPONENT, ESRD AMOUNT, PROC CD AMOUNT, ALLOW/REIM, G/R AMOUNT, INTEREST, CONTRACT ADJ, and PER DIEM AMT.

When service-line payment information is present, adjustments are reported either at the claim level or the service-line level, but not in both. When specific service-line details are present (these appear in Section 6 of Figure 3-29), the claim-level balancing includes balancing the total claim charge to the sum of the related service charges.

Example Part A ERA.txt - PC-Print for Windows

File Edit View Admin Help

Medicare National Standard Intermediary Remittance Advice

FPE: 06/30/2003  
PAID: 06/05/2003  
CLM#: 1  
TOB: 214

308765432  
TRANSFER TO (COB): BEACON INSURANCE COMPANY ID CODE: B32202001

PATIENT: BROWN SUSAN PCN: 111111  
HIC: 55555555 SVC FROM: 03/18/2003 MRN:  
PAT STAT: CLAIM STAT: 19 THRU: 03/18/2003 ICN: 20205302000001

CHARGES: PAYMENT DATA: 127=DRG 0.000=REIM RATE  
10021.25=REPORTED 0.00=DRG AMOUNT 0.00=MSP PRIM PAYER  
10021.25=NCVD/DENIED 0.00=DRG/OPER/CAP 0.00=PROF COMPONENT  
0.00=CLAIM ADJS 0.00=LINE ADJ AMT 0.00=ESRD AMOUNT  
0.00=COVERED 0.00=OUTLIER 0.00=PROC CD AMOUNT  
0.00=CAP OUTLIER 0.00=ALLOW/REIM  
0.00=CASH DEDUCT 0.00=G/R AMOUNT  
0.00=BLOOD DEDUCT 0.00=INTEREST  
0.00=COINSURANCE 0.00=CONTRACT ADJ  
0.00=PAT REFUND 0.00=PER DIEM AMT  
0.00=MSP LIAB MET 0.00=NET REIM AMT

ADJ REASON CODES: CO B18 10021.25

REMARK CODES:

6

Total claims: 3

**Figure 3-29.** The SC Screen of an Institutional ERA Used for Claim-Level Balancing

### 3.5.3.2 On an Institutional SPR

To perform claim-level balancing on an Institutional SPR, subtract all adjustments (found in DRG OUT AMT, NEW TECH, MSP PAYMT, DEDUCTIBLES, COINSURANCE, DENIED CHGS, PAT REFUND, ESRD NET ADJ, INTEREST, PRE PAY ADJ, CONTRACT ADJ, PER DIEM RTE, and PROC CD AMT) from the COVD CHGS field. The resulting amount should equal the NET REIMB (see Figure 3-30). These amounts are found on the All Claims (AC) Page of an SPR (in Section 3 of Figure 3-30).



1

INTERMEDIARY 123456	MED A SERVICES DEF-COUNTY FAMILY MEDICINE	FIFTH AVENUE PLACE	ANYTOWN PA 15000	VER# 4010-A1
PART B		PAID DATE: 08/19/2004		REMIT#: 2019
PAGE: 1				

2

PATIENT NAME	PATIENT CNTRL NUMBER	RC	REM	DRG#	DRG OUT AMT	COINSURANCE	PAT REFUND	CONTRACT ADJ
HIC NUMBER	ICN NUMBER	RC	REM	OUTCD CAPCD	NEW TECH	COVD CHGS	ESRD NET ADJ	PER DIEM RTE
FROM DT	THRU DT	NACHG	HICHG	TOB	MSP PAYMT	NCVD CHGS	INTEREST	PROC CD AMT
CLM STATUS	COST	COVDY	RC	REM	DRG AMT	DEDUCTIBLES	DENIED CHGS	NET REIMB
							PRE PAY ADJ	

3

JOSE	B L	VAE80972	94	MA02	416	.00	.00	11784.61
123456789F		20545445052601	01	MA44	B	.00	18828.83	.00
04/08/2003	04/21/2003	13	13			.00	.00	.00
1						7044.22	.00	7044.22
SUBTOTAL FISCAL YEAR - 2003						.00	.00	11784.61
						.00	.00	.00
						.00	18828.83	.00
						.00	.00	.00
						.00	.00	7044.22
SUBTOTAL PART A						.00	.00	11784.61
						.00	.00	.00
						.00	18828.83	.00
						.00	.00	.00
						.00	.00	7044.22
						.00	.00	.00
						.00	.00	7044.22

**Figure 3-30.** The AC Page of an Institutional SPR Used for Claim-Level Balancing

Figure 3-31 shows the figures that are used to balance the SPR shown in Figure 3-30 at the claim level.

Adjustments Reported on the SPR	\$	NET REIMB
COVD CHGS	18828.83	\$7044.22
(Adjustments)		
(CONTRACT ADJ)	(11784.61)	
<b>Total</b>	<b>\$7044.22</b>	

**Figure 3-31.** A Balanced Institutional SPR on the Claim Level

### 3.5.4 Service-Line-Level Balancing an Institutional RA

Service-line-level balancing allows the provider to reconcile totals for service-line entries on individual claims. Most institutional providers do not perform service-line-level balancing.

The service-line-level balancing formula is:

	Submitted charge for this service	
–	Monetary adjustment amount applied to this service	
	<b>Paid Amount for this Service</b>	

#### 3.5.4.1 On an Institutional ERA

To complete service-line-level balancing, providers should use the SC screen. The service-line fields are located in Section 6 of the SC screen (see Figure 3-32). Submitted service-line charges are found under the CHARGES field header, adjustments are found under the ALLOW/REIM field header, and the paid amount for the service is found under the AMOUNT header. Service-line-level balancing is only required when institutional providers bill Part B services. Field definitions for all the fields in Section 6 are provided in the SC screen section (Section 3.2.5.6) of this chapter.

Medicare National Standard Intermediary Remittance Advice

FPE: 06/30/2003  
PAID: 06/05/2003  
CLM#: 1  
TOB: 214

308765432  
TRANSFER TO (COB): BEACON INSURANCE COMPANY ID CODE: B32202001

PATIENT: BROWN SUSAN PCN: 111111  
HIC: 55555555 SVC FROM: 03/18/2003 MRN:  
PAT STAT: CLAIM STAT: 19 THRU: 03/18/2003 ICN: 20205302000001

CHARGES:

10021.25=REPORTED  
10021.25=NCVD/DENIED  
0.00=CLAIM ADJS  
0.00=COVERED

PAYMENT DATA: 127=DRG 0.000=REIM RATE  
0.00=DRG AMOUNT 0.00=MSP PRIM PAYER  
0.00=DRG/OPER/CAP 0.00=PROF COMPONENT  
0.00=LINE ADJ AMT 0.00=ESRD AMOUNT  
0.00=OUTLIER 0.00=PROC CD AMOUNT  
0.00=CAP OUTLIER 0.00=ALLOW/REIM  
0.00=CASH DEDUCT 0.00=G/R AMOUNT  
0.00=BLOOD DEDUCT 0.00=INTEREST  
0.00=COINSURANCE 0.00=CONTRACT ADJ  
0.00=PAT REFUND 0.00=PER DIEM AMT  
0.00=MSP LIAB MET 0.00=NET REIM AMT

ADJ REASON CODES: CO B18 10021.25

REMARK CODES:

REV	DATE	HCPCS	APC/HIPPS	MODS	QTY	CHARGES	ALLOW/REIM	GC	RSN	AMOUNT	REMARK CODES
0000	04/07	87086			1	35.70	5.00	CO	45	30.70	14
0000	04/07	87088			1	39.30	9.00	CO	45	24.30	14
0000	04/07	87186			1	39.30	10.76	CO	45	22.54	14
0000	04/07	81001			1	26.15	3.00	CO	45	23.15	14

Total claims: 3

**Figure 3-32.** The SC Screen of an Institutional ERA Used for Service-Line-Level Balancing

### 3.5.4.2 On an Institutional SPR

Since the SPR is not covered by HIPAA, service-line information may not appear on some Institutional SPRs like it does on an ERA. The SPR shows the same segments, fields, and codes that are on the ERA that help the provider to make sure that the 835 is balanced at three levels (transaction, claim, and service-line). Providers may refer to the previous section regarding service-line-level balancing of an Institutional ERA for an idea of how this may be performed.

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## **CHAPTER 4: READING A PROFESSIONAL REMITTANCE ADVICE (RA) RECEIVED FROM CARRIERS OR DURABLE MEDICAL EQUIPMENT REGIONAL CARRIERS (DMERCs)**

### **4.1 INTRODUCTION**

Chapter 1 of this Guide introduced the uses for the Remittance Advice (RA) and the advantages of the Electronic Remittance Advice (ERA) format for providers and their billers. Chapter 2 introduced the purpose and basic components of both the electronic and paper versions of the RA.

This chapter specifically targets providers that submit claims to Carriers or Durable Medical Equipment Regional Carriers (DMERCs), and is organized in three major sections. The sections provide more detailed information on how to read the Professional RA [institutional providers that submit claims to Fiscal Intermediaries (FIs) or Regional Home Health Intermediaries (RHHIs) should refer to Chapter 3 of this Guide]. The first section provides guidance for reading a Professional ERA. For providers that elect to receive this information on paper, the next section provides similar guidance for reading a Professional Standard Paper Remittance Advice (SPR). The last section presents guidance and examples for balancing the ERA or the SPR so that the providers' records are consistent with Medicare's records.

After claims are processed by Medicare contractors, an RA is generated as a companion to the payment or as an explanation of why there is no payment. Providers that submit claims to Carriers or DMERCs receive a Professional RA. In October 2004, Medicare began integrating FIs and Carriers into a new single authority, called a Medicare Administrative Contractor (MAC). For more information on MACs, see Chapter 1, Section 1.6.1.

The basic data elements of the RA can be alphabetic, numeric, or alphanumeric. The Health Insurance Portability and Accountability Act of 1996 (HIPAA)-compliant Accredited Standards Committee (ASC) X12N 835 format standards define data elements that appear on all Medicare RAs as "Required" or "Situational".

The required fields are mandatory for Medicare contractors to include in RA calculations. The use of situational fields depends on data content and business context (Medicare requirements), and is used if the situation applies. For example, if the payment is based on a procedure code [Healthcare Common Procedure Coding System/Current Procedural Terminology (HCPCS/CPT-4)] that is different than the procedure code submitted on the claim (e.g., the Medicare contractor revised the HCPCS/CPT-4 code during processing), both procedure code fields appear in the 835. If there is no difference between the adjudicated procedure code (required field) and the submitted procedure code (situational field), only the adjudicated procedure code field

appears in the 835. The submitted code field does not appear because the situation does not apply.

The Professional SPR is standardized to assure that the provider receives the necessary information. Professional providers using proprietary software to receive an ERA should confirm that the software meets HIPAA-compliant ASC X12N 835 format standards and includes required and situational data elements that comply with the Medicare business context. The SPR mirrors the information provided in an ERA.

## 4.2 READING A PROFESSIONAL ELECTRONIC REMITTANCE ADVICE (ERA)

### 4.2.1 ERA Basics

Electronic Remittance Advices (ERAs) are available electronically to providers for a specified period of time defined by the Medicare contractor. Currently, Medicare does not support specific translator software for professional providers (like the PC-Print software available to institutional providers). The ERA may look very different (after software has applied formatting) and vary from provider to provider depending on the software used. Therefore, this section does not include example screens and descriptions similar to those presented for Institutional ERAs in Chapter 3.

**COMING SOON!**  
Translator software for professional providers is currently being developed and will be available in the later part of 2005.

Professional providers that use proprietary software for translation should receive example screens and training from their vendors. Once translated, most ERAs resemble the layout of the Standard Paper Remittance Advice (SPR) that is discussed in detail later in this chapter. Table 4-1 provides a crosswalk of Professional SPR fields with their associated 835 4010 and 4010A1 fields. Updates to the crosswalk may be found at [www.cms.hhs.gov/providers/edi/hipaadoc1.asp](http://www.cms.hhs.gov/providers/edi/hipaadoc1.asp) on the CMS website.

**NOTE:** In the remainder of this section, both Carriers and DMERCs are referred to as “Carriers”.

### 4.2.2 How Is an ERA Generated?

The ERA is produced in the Health Insurance Portability and Accountability Act of 1996 (HIPAA)-compliant Accredited Standards Committee (ASC) X12N 835 format. This is often referred to as Transaction 835 (“the 835”).

The 835 sent to providers by Medicare contractors is a variable-length record designed for wire (electronic) transmission, and is not suitable for use in application programs or for viewing by provider personnel. Providers (or the entity receiving the 835) convert this file after transmission into a flat file for manipulation within their systems. This Guide refers to the most recent version (4010A1) of the ASC X12N 835 standards.

**NOTE:** Providers who do not receive the 835 directly from Medicare need to confirm receipt of all information from the entity receiving the 835 on their behalf (i.e., financial institution). For example, RA Remark Codes explaining any adjustment in reimbursement may not be sent regularly by the entity receiving the 835.

### 4.2.3 How Can the Information in an ERA Be Viewed?

Since the ASC X12N 835 format is meant for electronic transfers only, the data are not easily readable. Provider personnel can view and print the information provided in an ERA using special software. Providers should contact their local Carrier or DMERC for a list of compatible vendor software (e.g., vendor directory).

**Programmers:**

The Medicare professional provider flat file layout for the 835 versions 4010 and 4010A1, and the companion document may be accessed at [www.cms.hhs.gov/providers/edi/hipaadoc1.asp](http://www.cms.hhs.gov/providers/edi/hipaadoc1.asp) on the CMS website. Both of these files are under the heading "Carriers". See this web page for the most current files.

The current flat file name is:

B835v4010&4010A1-5.zip (51K xls-zip) - Medicare Part B  
Payment/Remittance flat file for the 835 version 4010 and 4010A1.  
(Last updated 5/2004)

The current Companion Document file name is:

B835v4010CD-5-2004.zip (13K Word-zip) Medicare Part B  
Payment/Remittance Advice Companion Document - (Last updated  
5/2004)

**Table 4-1.** Crosswalk of Professional SPR Fields to 835 4010 and 835 4010A1\* Fields

Professional SPR Field	835V4010 and 835V4010A1* Field	LOOP ID
CARRIER NAME	N102	1000A
CARRIER ADDRESS 1	N301	1000A
CARRIER ADDRESS 2	N302	1000A
CARRIER CITY	N401	1000A
CARRIER STATE	N402	1000A
CARRIER ZIP	N403	1000A
PROVIDER NAME	N102	1000B
PROVIDER ADDRESS 1	N301	1000B
PROVIDER ADDRESS 2	N302	1000B
PROVIDER CITY	N401	1000B
PROVIDER STATE	N402	1000B
PROVIDER ZIP	N403	1000B
PROVIDER #	REF02 when IC IN REF01	1000B
DATE (CHECK/EFT ISSUE DATE)	BPR16	
CHECK/EFT TRACE #	TRN02	
REMITTANCE #		
BENEFICIARY LAST NAME (PATIENT LAST NAME)	NM103	2100
BENEFICIARY FIRST NAME (PATIENT FIRST NAME)	NM104	2100
HIC (INSURED IDENTIFICATION #)	NM109	2100
ACNT (PATIENT CONTROL #)	CLP01	2100
ICN (PAYOR CLAIM CONTROL #)	CLP07	2100
ASG (ASSIGNMENT)	LX01	2000
MOA CODES (CLAIM REMARK CODES)	MOA	2100
PERF PROVIDER (PERFORMNG PROVIDER IDENTIFICATION)	REF02 when IC IN REF01	2110
SERVICE DATE (FROM)	DTM02 when 150 in DTM01	2110
SERVICE DATE (THROUGH)	DTM02 when 151 in DTM01	2110
POS (PLACE OF SERVICE)	REF02 when LU IN REF01	2110
NUM (UNITS OF SERVICE)	SVC05	2110
PROC (PROCEDURE CODE - PAID)	SVC01-2	2110
MODS (MODIFIERS)	SVC01-3 THRU SVC01-6	2110
SUBMITTED PROCEDURE CODE	SVC06-2	2110
BILLED (SUBMITTED LINE CHARGE)	SVC02	2110
ALLOWED (ALLOWED/CONTRACT AMT)	AMT02 when B6 in AMT01	2110
DEDUCT (DEDUCTIBLE AMT)	CAS03, 06, 09,12,15, 18 when 1 in CAS 02, 05, 08, 11, 14 or 17	2110
COINS (COINSURANCE AMT)	CAS03, 06, 09,12,15, 18 when 2 in CAS 02, 05, 08, 11, 14 or 17	2110
PROV PD (CALCULATED PMT TO PROVIDER)	SVC03	2110
RC (GROUP AND REASON CODES)	CAS01+ CAS02/05/08/11/14/17	2110
RC-AMT (REASON CODE AMTS)	CAS03, 06, 09,12,15, 18 when no 1 or 2 in CAS 02, 05, 08, 11, 14 or 17	2110
REM (LINE REMARK CODES)	LQ02	2110
PT RESP (PATIENT RESPONSIBILITY)	CLP05	2100
BILLED (SUBMITTED CLAIM-LEVEL CHARGES)	CLP03	2100
ALLOWED (ALLOWED/CONTRACT AMT-CLAIM LEVEL)		2100



Professional SPR Field	835V4010 and 835V4010A1* Field	LOOP ID
DEDUCT (DEDUCTIBLE AMT-CLAIM-LEVEL)		2100
COINS (COINSURANCE AMT-CLAIM-LEVEL)		2100
TOTAL RC AMOUNT		
PROV PD (CALCULATED PMT TO PROVIDER - CLAIM-LEVEL)	CLP04	2100
NET (ACTUAL PMT TO PROVIDER FOR CLAIM)		2100
PREVIOUSLY PAID		
INT (INTEREST PAID)	AMT02 when I in AMT01	2100
LATE FILING CHARGE	AMT02 WHEN KH IN AMT01	2110
INSURER TO WHOM CLAIM IS FORWARDED	NM103 when TT in NM101& 2 in NM102	2100
# OF CLAIMS		
TOTAL BILLED AMT (BT SUBMITTED CHARGES)		
TOTAL ALLOWED AMT		
TOTAL DEDUCT AMT		
TOTAL COINS AMT		
TOTAL RC AMOUNT		
PROV PD AMT		
PROVIDER ADJ AMT		
CHECK AMT	BPR02	
PROVIDER-LEVEL ADJUSTMENT REASON CODE	50 or AP or B2 or CS or FB or IR or J1 or L6 or LE or SL or WO in PLB03-1, PLB05-1, PLB07-1, PLB09-1, PLB11-1, PLB13-1	
FCN OR ADJ REASON (FINANCIAL CONTROL #/PROV ADJ REASON)	PLB03-2, PLB05-2, PLB07-2, PLB09-2, PLB11-2, PLB13-2 position 3-19	
HIC	PLB03-2, PLB05-2, PLB07-2, PLB09-2, PLB11-2, PLB13-2 position 20-30	
PROVIDER-LEVEL ADJUSTMENT AMOUNT	PLB04, PLB06, PLB 08, PLB10, PLB12, PLB14 when 50 or AP or B2 or CS or FB or IR or J1 or L6 or LE or SL or WO in PLB03-1, PLB05-1, PLB07-1, PLB09-1, PLB11-1, PLB13-1	

**\*NOTE:** The modifications added to version 4010A1 do not apply to Medicare.

## **4.3 READING A PROFESSIONAL STANDARD PAPER REMITTANCE ADVICE (SPR)**

### **4.3.1 SPR Basics**

Providers who still elect to receive a paper Remittance Advice (RA) receive the Standard Paper Remittance Advice (SPR). Recipients of an SPR receive the same critical remittance information as recipients of the Electronic Remittance Advice (ERA). However, SPRs do not contain as many fields as ERAs, and are organized differently.

SPRs look different based on the type of provider receiving the SPR. SPRs for institutional providers (e.g., hospitals) look different than those received by professional providers (e.g., physicians). Additionally, SPR formats may vary by the Medicare contractor that provides the SPR. Figures (example SPRs) in this section are shown as a reference, and may vary from what providers actually see.

**NOTE:** In the remainder of this section, both Carriers and Durable Medical Equipment Carriers (DMERCs) are referred to as “Carriers”.

### **4.3.2 How Does a Provider Switch from an SPR to an ERA?**

If a provider currently receives SPRs and is interested in switching to ERAs, the provider should contact his or her Carrier’s Electronic Data Interchange (EDI) department.

#### **4.3.2.1 Electronic Funds Transfer Forms**

Electronic Funds Transfer (EFT) is the preferred method of payment. Carriers must keep a signed copy of Form-CMS 588, Authorization Agreement for Electronic Funds Transfer, from each provider. Providers are not allowed to pick up checks, or have them delivered through next-day, express mail, and courier services except in special cases authorized by the Centers for Medicare & Medicaid Services (CMS).

#### **4.3.2.2 ERA and EFT Advantages**

There are many advantages to receiving an ERA and EFT. These advantages include the following:

- Faster communication and payment notification
- Faster account reconciliation through electronic posting
- Automation of follow-up action
- Paperwork reduction
- Detailed information
- Access to data in a variety of formats
- Elimination of lost checks and SPRs

## 4.4 COMPONENTS OF THE PROFESSIONAL STANDARD PAPER REMITTANCE ADVICE (SPR)

Professional SPRs are split into four basic sections:

- **Header Information (Section 1 of Figures 4-1 and 4-2)** - This section contains header information and a bulletin board section.
- **Assigned Claims (Sections 2 and 3 of Figure 4-1)** - This section provides detailed information for each individual assigned claim.
- **Unassigned Claims (Section 2 of Figure 4-2)** - This section provides detailed information for each individual unassigned claim.
- **Glossary (Section 3 of Figure 4-2)** - This section lists and defines all Claim Adjustment Reason Codes and RA Remark Codes that appear on the SPR.

The example SPR shown in Figure 4-1 and 4-2 consists of two pages. Header information and the assigned claims are contained on the first page (Figure 4-1), while unassigned claim information and the glossary are contained on the second page (Figure 4-2).

1	EXAMPLE MEDICARE CARRIER 1000 SOMEPLACE LANE FAIRFAX, VA 22033-0000 1-877-555-1234										MEDICARE REMITTANCE NOTICE  PROVIDER #: 999999 PAGE #: 1 OF 2 DATE: 01/28/03 CHECK/EFT #: 000234569									
	EXAMPLE MEDICARE PROVIDER 200 DOCTORS DRIVE SUITE 200 SOMEWHERE, NJ 16666-0200																			
*****																				
WELCOME TO THE MEDICARE PART B STANDARD PAPER REMITTANCE																				
*****																				
2	PERF	PROV	SERV DATE	POS	NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT	COINS	GRP/RC	AMT	PROV PD						
	NAME FISCHER, BENNY HIC 999999999 ACNT FISC6123133-01 ICN 0202199306840 ASG Y MOA MA01																			
	123456ABC	0225	022502	11	1	99213		66.00	49.83	0.34	9.97	PR-96	16.17	39.52						
	PT RESP	10.31					CLAIM TOTALS	66.00	49.83	0.34	9.97					NET	39.52			
	NAME FISCHER, BENNY HIC 999999999 ACNT FISC6123133-01 ICN 0202199306850 ASG Y MOA MA01 MA07																			
	123456ABC	0117	011702	11	1	99213		66.00	49.83	0.00	9.97	PR-96	16.17	39.86						
	PT RESP	9.97					CLAIM TOTALS	66.00	49.83	0.00	9.97					NET	39.86			
	CLAIM INFORMATION FORWARDED TO: NEW JERSEY MEDICAID																			
	NAME HURT, I. M. HIC 999999999 ACNT HURT5-329 ICN 0202199306860 ASG Y MOA MA01																			
	123456ABC	0117	011702	11	1	90659		25.00	3.32	0.00	0.00	CO-42	21.68	3.32						
123456ABC	0117	011702	11	1	G0008		10.00	4.46	0.00	0.00	CO-42	5.54	4.46							
PT RESP	0.00					CLAIM TOTALS	35.00	7.78	0.00	0.00					NET	7.78				
NAME MARLOWE, PHILIP HIC 999999999 ACNT MARLO861-316 ICN 0202199306870 ASG Y MOA MA01 MA07																				
123456ABC	0209	020902	11	1	99213		66.00	49.83	0.00	9.97	PR-96	16.17	39.86							
PT RESP	9.97					CLAIM TOTALS	66.00	49.83	0.00	9.97					NET	39.86				
ADJ TO TOTALS: PREV PD 10.00 INT 0.00 LATE FILING CHARGE 0.00																				
CLAIM INFORMATION FORWARDED TO: NEW JERSEY MEDICAID																				
NAME RAP, JACK HIC 999999999 ACNT RAP33-721 ICN 0202199306880 ASG Y MOA MA01 MA07																				
123456ABC	0314	031402	11	1	99213		66.00	49.83	0.00	9.97	PR-96	16.17	39.86							
123456ABC	0314	031402	11	1	82962		10.00	4.37	0.00	0.00	CO-42	5.63	4.37							
123456ABC	0314	031402	11	1	94760		12.00	0.00	0.00	0.00	CO-B15	12.00	0.00							
PT RESP	9.97					CLAIM TOTALS	88.00	54.20	0.00	9.97					NET	44.23				
3	TOTALS: # of BILLED ALLOWED DEDUCT COINS TOTAL PROV PD PROV CHECK																			
	CLAIMS AMT AMT AMT AMT RC AMT AMT ADJ AMT AMT																			
	5 321.00 211.47 0.34 39.88 109.53 161.25 31.25 108.75																			
	PROVIDER ADJ DETAILS: PLB REASON CODE FCN HIC AMOUNT																			
	50 0202199306770 999999999 15.44																			
FB 5.81																				

Figure 4-1. Example of a Professional SPR - Page 1

1	EXAMPLE MEDICARE CARRIER PROVIDER #: 999999 CHECK/EFT: 00234569		01/28/2003		GOODHEALTH GROUP PRACTICE PAGE 2 OF 2		MEDICARE REMITTANCE NOTICE						
	SUMMARY OF UNASSIGNED CLAIMS												
2	PERF	PROV	SERV DATE	POS NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT	COINS	GRP/RC	AMT	PROV PD
	NAME FINE, R. U. HIC 9999999999 ACNT FINE7-002 ICN 0202199000150 ASG N MOA MA28 123456ABC 0526 052602 11 1 99214 60.47 52.58 0.00 10.52 CO-42 0.00 7.89 PT RESP 60.47 CLAIM TOTALS 60.47 52.58 0.00 10.52 ADJ TO TOTALS: PREV PD 0.00 INT 0.00 LATE FILING CHARGE 0.00												
3	NAME LAWN, MOE D. HIC 9999999999 ACNT LAWN4-667 ICN 0202199140370 ASG N MOA MA28 123456ABC 0222 022202 11 1 99214 60.47 52.58 0.00 10.52 CO-42 0.00 7.89 PT RESP 60.47 CLAIM TOTALS 60.47 52.58 0.00 10.52 ADJ TO TOTALS: PREV PD 0.00 INT 0.00 LATE FILING CHARGE 0.00												
	GROUP CODES: PR Patient Responsibility CO Contractual Obligation OA Other Adjustment  GLOSSARY: Group, Reason, MOA, Remark and Adjustment Codes CO Contractual Obligation. Amount for which the provider is financially liable. The patient may not be billed for this amount. PR Patient Responsibility. Amount that may be billed to a patient or another payer. 42 Charges exceed our fee schedule or maximum allowable amount. 96 Non-covered charge(s) B15 Claim/service denied/reduced because this procedure/service is not paid separately. Charges exceed our fee schedule or maximum allowable amount. M80 We cannot pay for this when performed during the same session as another approved procedure for this beneficiary MA01 (Initial Part B determination, carrier or intermediary) If you do not agree with what we approved for these services, you may appeal our decision. To make sure that we are fair to you, we require another individual that did not process your initial claim to conduct the review. However, in order to be eligible for a review, you must write to us within 6 months of the date of this notice, unless you have a good reason for being late. (An institutional provider, e.g., hospital, SNF, HHA may appeal only if the claim involves a medical necessity denial, a SNF recertified bed denial, or a home health denial because the patient was not homebound or was not in need of intermittent skilled nursing services, and either the patient or the provider is liable under 1879 of the Social Security Act, and the patient chooses not to appeal.) NOTE: If you are a member of the telephone review demonstration, or if telephone reviews are expanded, add the following to the end of the description for MA01. If you meet the criteria for a telephone review, you may phone to request a telephone review. MA07 The claim information has also been forwarded to Medicaid for review. MA28 Receipt of this notice by a physician who did not accept assignment is for information only and does not make the physician a party to the determination. No additional rights to appeal this decision, above those rights already provided for by regulation/instruction, are conferred by receipt of this notice 50 Late Filing Reduction FB Forwarding Balance												

Figure 4-2. Example of a Professional SPR - Page 2

#### 4.4.1 Header Information (Professional SPR)

Section 1 of Figures 4-1 and 4-2 shows the header information that appears on all pages of a Professional SPR. This section contains provider and Carrier information for the SPR. The fields provided in this header information are listed in this section. Some fields in the header information do not contain labels. **These unlabeled fields are designated with an asterisk (\*) on the following page.** Figure 4-2 shows the second page of an example SPR.

The following data appears on the left side of the page in the header section. See Figure 4-3 for a closer view of this portion of the SPR.

1	EXAMPLE MEDICARE CARRIER 1000 SOMEPLACE LANE FAIRFAX, VA 22033-0000 1-877-555-1234	MEDICARE REMITTANCE NOTICE
	EXAMPLE MEDICARE PROVIDER 200 DOCTORS DRIVE SUITE 200 SOMEWHERE, NJ 16666-0200	PROVIDER #: 999999 PAGE #: 1 OF 2 DATE: 01/28/03 CHECK/EFT #: 000234569
	*****	
	* * WELCOME TO THE MEDICARE PART B STANDARD PAPER REMITTANCE * * * * *	
	*****	

**Figure 4-3.** Introductory Information on Page 1 of the Example Professional SPR

**MEDICARE CARRIER NAME** - This field displays the name of the Medicare Carrier that processed the claim(s) and produced the SPR.

**STREET ADDRESS\*** - This field displays the street address of the Medicare Carrier.

**CITY\*** - This field displays the city in which the Medicare Carrier is located.

**STATE\*** - This field displays the state in which the Medicare Carrier is located.

**ZIP CODE\*** - This field displays the Zip code of the Medicare Carrier.

**TEL #\*** - This field displays the telephone number of the Medicare Carrier.

**PROVIDER NAME\*** - This field displays the name of the provider that submitted the claims addressed on the SPR.

**STREET ADDRESS\*** - This field displays the street address of the provider.

**CITY\*** - This field displays the city in which the provider is located.

**STATE\*** - This field displays the state in which the provider is located.

**ZIP CODE\*** - This field displays the Zip code of the provider.

The following information appears on the right side of the page. See Figure 4-3 for a closer view of this portion of the SPR.

**MEDICARE REMITTANCE NOTICE** - This text appears on the right side of the SPR as a document title.

**PROVIDER #** - This field indicates the Medicare Provider Number of the provider receiving the SPR. The Medicare Provider Number is the number assigned to the provider for billing and identification purposes.

1	EXAMPLE MEDICARE CARRIER 1000 SOMEPLACE LANE FAIRFAX, VA 22033-0000 1-877-555-1234	MEDICARE REMITTANCE NOTICE
	EXAMPLE MEDICARE PROVIDER 200 DOCTORS DRIVE SUITE 200 SOMEWHERE, NJ 16666-0200	PROVIDER #: 999999 PAGE #: 1 OF 2 DATE: 01/28/03 CHECK/EFT #: 000234569
	*****	
	<p style="text-align: center;">WELCOME TO THE MEDICARE PART B STANDARD PAPER REMITTANCE</p> <p>*****</p>	

**NOTE:** The National Provider Identifier (NPI) will eventually replace the Medicare Provider Number.

**PAGE #** - This field indicates the current page number and total number of pages in the SPR.

**DATE** - This field indicates the date that the SPR was issued.

**CHECK/EFT #** - This field indicates the check or EFT transaction number with which payment was issued for the claims processed on this SPR. If a paper check is issued, this field contains the check number. The RA number is inserted if no payment is issued.

The final area of the header information is the bulletin board section. This area, boxed in with asterisks, contains Carrier-specific information for the provider. The bulletin board section is only provided on the first page of the SPR.

### 4.4.2 Assigned Claims (Professional SPR)

Figure 4-4 shows the assigned claims section of the Professional SPR. The assigned claims section starts with a header row. This header row (shown in Section A of Figure 4-4) provides a reference for the service-line-level and claim-level data that are displayed for each claim in the assigned claims section.

PERF	PROV	SERV DATE	POS	NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT	COINS	GRP/RC	AMT	PROV PD
<b>A</b>													
NAME	FISCHER, BENNY		HIC	9999999999	ACNT	FISC6123133-01	ICN	0202199306840	ASG	Y	MOA	MA01	
123456ABC	0225	022502	11	1	99213	66.00	49.83	0.34	9.97	PR-96	16.17	39.52	
PT RESP	10.31				CLAIM TOTALS	66.00	49.83	0.34	9.97		16.17	39.52	
											NET	39.52	
NAME	FISCHER, BENNY		HIC	9999999999	ACNT	FISC6123133-01	ICN	0202199306850	ASG	Y	MOA	MA01	MA07
123456ABC	0117	011702	11	1	99213	66.00	49.83	0.00	9.97	PR-96	16.17	39.86	
PT RESP	9.97				CLAIM TOTALS	66.00	49.83	0.00	9.97		16.17	39.86	
					CLAIM INFORMATION FORWARDED TO:	NEW JERSEY MEDICAID					NET	39.86	
NAME	HURT, I. M.		HIC	9999999999	ACNT	HURT5-329	ICN	0202199306860	ASG	Y	MOA	MA01	
123456ABC	0117	011702	11	1	90659	25.00	3.32	0.00	0.00	CO-42	21.68	3.32	
123456ABC	0117	011702	11	1	G0008	10.00	4.46	0.00	0.00	CO-42	5.54	4.46	
PT RESP	0.00				CLAIM TOTALS	35.00	7.78	0.00	0.00		27.22	7.78	
											NET	7.78	
NAME	MARLOWE, PHILIP		HIC	9999999999	ACNT	MARLO861-316	ICN	0202199306870	ASG	Y	MOA	MA01	MA07
123456ABC	0209	020902	11	1	99213	66.00	49.83	0.00	9.97	PR-96	16.17	39.86	
PT RESP	9.97				CLAIM TOTALS	66.00	49.83	0.00	9.97		16.17	39.86	
					ADJ TO TOTALS: PREV PD	10.00	INT	0.00	LATE FILING CHARGE	0.00			
					CLAIM INFORMATION FORWARDED TO:	NEW JERSEY MEDICAID					NET	29.86	
NAME	RAP, JACK		HIC	9999999999	ACNT	RAP33-721	ICN	0202199306880	ASG	Y	MOA	MA01	MA07
123456ABC	0314	031402	11	1	99213	66.00	49.83	0.00	9.97	PR-96	16.17	39.86	
123456ABC	0314	031402	11	1	82962	10.00	4.37	0.00	0.00	CO-42	5.63	4.37	
123456ABC	0314	031402	11	1	94760	12.00	0.00	0.00	0.00	CO-B15	12.00	0.00	
REM: M80													
PT RESP	9.97				CLAIM TOTALS	88.00	54.20	0.00	9.97		33.80	44.23	
											NET	44.23	
<b>B</b>													

**Figure 4-4.** The Assigned Claims Section of the Professional SPR

After the header row, claims are listed individually (shown in Section B of Figure 4-4). Each claim starts with “NAME” in the upper left, and ends with “NET”, and an amount, in the lower right. A single line separates each claim. Names displayed on the Professional SPR are in alphabetical order by last name.

Figure 4-5 shows a single claim from the assigned claims section. The fields displayed for each claim are described in the following sections.

NAME	RAP, JACK		HIC	9999999999	ACNT	RAP33-721	ICN	0202199306880	ASG	Y	MOA	MA01	MA07
123456ABC	0314	031402	11	1	99213	66.00	49.83	0.00	9.97	PR-96	16.17	39.86	
123456ABC	0314	031402	11	1	82962	10.00	4.37	0.00	0.00	CO-42	5.63	4.37	
123456ABC	0314	031402	11	1	94760	12.00	0.00	0.00	0.00	CO-B15	12.00	0.00	
REM: M80													
PT RESP	9.97				CLAIM TOTALS	88.00	54.20	0.00	9.97		33.80	44.23	
											NET	44.23	

**Figure 4-5.** Information for an Individual Claim

#### 4.4.2.1 Assigned Claims - Claim-Level Information (Professional SPR)

The first six fields apply to the claim as a whole. Claim information is then broken out at a service-line level. The fields in the first line (that apply to the claim as a whole) are described in this section.

**NAME** - This field contains the last name and first name of the beneficiary for whom the claim was processed. If a claim was submitted by the provider using the name Jane Smith, but during processing Medicare records indicate the name of record for that beneficiary is listed as Jane Jones on the Common Working File (CWF), a file that



NAME RAP, JACK	HIC 9999999999	ACNT	RAP33-721	ICN 0202199306880	ASG Y	MOA MA01 MA07
123456ABC 0314 031402 11 1 99213	66.00	49.83	0.00	9.97	PR-96	16.17 39.86
123456ABC 0314 031402 11 1 82962	10.00	4.37	0.00	0.00	CO-42	5.63 4.37
123456ABC 0314 031402 11 1 94760	12.00	0.00	0.00	0.00	CO-B15	12.00 0.00
REM: M80						
PT RESP 9.97	CLAIM TOTALS	88.00	54.20	0.00	9.97	33.80 44.23
						NET 44.23

contains beneficiary entitlement and history records, then the SPR shows the name “Jones, Jane” in this field.

**HIC** - This field indicates the Health Insurance Claim (HIC) number of the beneficiary for whom the claim was processed. For example, a claim was submitted by the provider using the HIC number 123456789A. If the beneficiary’s HIC number was changed to 987654321B on the CWF, then the SPR shows the HIC number 987654321B in this field.

**ACNT** - This field contains any internal number assigned to the individual electronic claim by the provider. A zero appears if no internal number is submitted with the claim.

**ICN** - This field contains the Internal Control Number (ICN). The 13-digit ICN is a unique number assigned to the claim at the time it is received by the Carrier. It is used to track and monitor the claim.

**ASG** - This field indicates whether the provider has accepted assignment for these claims. This field contains either a “Y” or an “N”.

**MOA** - This field contains RA Remark Codes at the claim level. These codes and their meanings are listed in the glossary section at the end of the SPR. *RA Remark Codes are used to convey appeal information and other claim-specific information. A complete listing of these codes can be found at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.*

#### 4.4.2.2 Assigned Claims - Service-Line-Level Information (Professional SPR)

After this initial line of claim-level information, data is broken out by service lines. In the example shown in Figure 4-5, there are three separate service lines. These columns correspond to the headers shown in Figure 4-6. These fields are described in this section.

PERF PROV	SERV DATE	POS NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT	COINS	GRP/RC	AMT	PROV PD
-----------	-----------	---------	------	------	--------	---------	--------	-------	--------	-----	---------

**Figure 4-6.** Header for Service-Line Data

**PERF PROV** - This field displays the performing provider identification number. If there is more than one performing provider, only the first is included.

**SERV DATE** - This field displays the date(s) of service.

**POS** - This field indicates the two-digit Place of Service (POS) code. A list of POS codes is available at [www.cms.hhs.gov/states/poshome.asp](http://www.cms.hhs.gov/states/poshome.asp) on the CMS website.

**NOS** - This field displays the number of services rendered.

PERF	PROV	SERV DATE	POS NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT	COINS	GRP/RC	AMT	PROV PD
------	------	-----------	---------	------	------	--------	---------	--------	-------	--------	-----	---------

**PROC** - This field indicates the Healthcare Common Procedure Coding System (HCPCS) procedure code. Information on HCPCS codes (including a list of Level II HCPCS codes) may be found on the “CMS HIPAA Administrative Simplification - Transactions and Code Sets” page, at [www.cms.hhs.gov/hipaa/hipaa2/regulations/transactions/default.asp](http://www.cms.hhs.gov/hipaa/hipaa2/regulations/transactions/default.asp) on the CMS website.

**Note:** When an SPR is used to report the results of adjudication of a retail drug claim submitted in the National Council for Prescription Drug Programs (NCPDP) format adopted by HIPAA, the longer length National Drug Code (NDC) number begins in the PROC field and ends in the MODS field.

**MODS** - This field displays all modifiers billed with the specified procedure.

**BILLED** - This field displays the amount that the provider billed for the service.

**ALLOWED** - This field displays the allowed amount for the service.

**DEDUCT** - This field displays the amount of any deductible applied to the claim. If an amount is displayed in this field, this is the amount that the beneficiary (or other insurer, if applicable) is responsible for paying the provider.

- For 2005, there is a yearly deductible of \$110.00 for professional services. Some supplemental insurance plans may cover the deductible amount.

**NOTE:** Deductible amounts are subject to change annually.

**COINS** - This field displays the coinsurance amount. If an amount is displayed in this field, this is the amount that the beneficiary (or other insurer, if applicable) is responsible for paying the provider.

- For Part B coinsurance, the beneficiary is responsible for 20% of the allowed charges. Some beneficiaries have insurance that pays this 20%. The coinsurance for most outpatient mental health care is 50%.

**NOTE:** Coinsurance amounts are subject to change annually.

**GRP/RC** - This field contains any Group Codes and Claim Adjustment Reason Codes associated with this service line. There are four possible Group Codes. See Table 2-3 in Chapter 2 for a list of Group Codes.

Codes listed for a service line of a claim are listed along with their definitions in the glossary section of the SPR. *A complete listing of Claim Adjustment Reason Codes can be found at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.*

**AMT** - This field contains the amount of any adjustment that was made based on the preceding Group Code and Claim Adjustment Reason Code.

PERF	PROV	SERV DATE	POS NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT	COINS	GRP/RC	AMT	PROV PD
------	------	-----------	---------	------	------	--------	---------	--------	-------	--------	-----	---------

**PROV PD** - This field contains the total amount that the provider was paid for the service.

Some claims have additional RA Remark Codes that apply to the claim at a service-line level. These codes are displayed immediately under that service line. An example of this is the "REM: M80" text as shown in Figure 4-7.

NAME RAP, JACK	HIC 9999999999	ACNT RAP33-721	ICN 0202199306880	ASG Y	MOA MA01 MA07
123456ABC 0314 031402 11 1 99213	66.00	49.83	0.00	9.97	PR-96 16.17 39.86
123456ABC 0314 031402 11 1 82962	10.00	4.37	0.00	0.00	CO-42 5.63 4.37
123456ABC 0314 031402 11 1 94760	12.00	0.00	0.00	0.00	CO-B15 12.00 0.00
REM: M80					
PT RESP 9.97	CLAIM TOTALS 88.00	54.20	0.00	9.97	33.80 44.23
					NET 44.23

**Figure 4-7.** Information for an Individual Claim

#### 4.4.2.3 Assigned Claims - Totals (Professional SPR)

After the service lines have been broken out, there is some additional information that is included for each claim. These fields start with the PT RESP field. See Figure 4-7 for a closer view of this portion of the SPR. These fields are described in this section.

**PT RESP** - This field indicates the total amount that the beneficiary owes the provider for this claim.

**CLAIM TOTALS** - The claim totals section provides the totals of all service-line-level amounts. The dollar amounts here fall under the BILLED, ALLOWED, DEDUCT, COINS, AMT, and PROV PD column headers.

**CLAIM INFORMATION FORWARDED TO:** - Some claims, such as that shown in Figure 4-8, show this field. This field is displayed when a claim is being forwarded to a beneficiary's supplemental Insurer. The supplemental Insurer's name usually appears in this field.

**NET** - This field indicates the net amount Medicare owes the provider for this claim.

NAME MARLOWE, PHILIP	HIC 9999999999	ACNT MARLO861-316	ICN 0202199306870	ASG Y	MOA MA01 MA07
123456ABC 0209 020902 11 1 99213	66.00	49.83	0.00	9.97	PR-96 16.17 39.86
PT RESP 9.97	CLAIM TOTALS 66.00	49.83	0.00	9.97	16.17 39.86
ADJ TO TOTALS: PREV PD 10.00	INT 0.00	LATE FILING CHARGE 0.00			
CLAIM INFORMATION FORWARDED TO: NEW JERSEY MEDICAID					NET 29.86

**Figure 4-8.** Information for an Individual Claim

#### 4.4.2.4 Assigned Claims - Adjustments Line (Professional SPR)

The adjustments line appears for assigned claims, if applicable. These fields are described in this section.

**ADJ TO TOTALS** - The unassigned claim section contains an additional line for adjustments. This line can contain the following fields.



3	TOTALS:	# of	BILLED	ALLOWED	DEDUCT	COINS	TOTAL	PROV PD	PROV	CHECK
		CLAIMS	AMT	AMT	AMT	AMT	RC AMT	AMT	ADJ AMT	AMT
		5	321.00	211.47	0.34	39.88	109.53	161.25	31.25	108.75
	PROVIDER ADJ DETAILS:			PLB REASON CODE		FCN		HIC	AMOUNT	
				50					15.44	
				FB		0202199306770	9999999999		5.81	

#### 4.4.2.6 Assigned Claims - Provider-Level Adjustment Details (Professional SPR)

Below the claim totals is a section that lists provider-level adjustment details. This section is used to show adjustments that are not specific to a particular claim or service on this SPR. These are shown as an adjustment from the provider's payment at the summary level. These fields are described in this section.

**PLB REASON CODE** - This field indicates the provider-level adjustment reason code. Table 4.2 lists the various provider-level adjustment reason codes used on a Professional SPR.

**NOTE:** The "Use" column indicates situations where Medicare uses codes that differ from the provider-level adjustment reason codes to further clarify the reason for the financial adjustment.

**Table 4-2.** Professional SPR Provider-Level Adjustment Reason Code Definitions

Provider-Level Adjustment Reason Code	Definition	Use
50	Late Charge	Used to identify Late Claim Filing Penalty.
AP	Acceleration of Benefits	Used to reflect accelerated payment amounts or withholdings. A positive value represents a withholding. A negative value represents a payment.
B2	Rebate	Used for the refund adjustment.
CS	Adjustment	Used to provide supporting identification. Code "RI" is used on a Professional RA for a Reissued Check Amount (e.g., CS/RI).
FB	Forwarding Balance	A negative value represents a balance moving forward to a future payment advice. A positive value represents a balance being applied from a previous payment advice. A reference number (the original ICN and HIC) is applied for tracking purposes.
IR	Internal Revenue Service Withholding	Used for Internal Revenue Service withholdings.
J1	Nonreimbursable	Used to offset claim or service level data that reflects what could be paid if not for demonstration programs or other limitation that prevents issuance of payment. For example, this is used to zero balance provider payment for Centers of Excellence and Medicare Advantage RAs.
L6	Interest Owed	Used for the interest paid on claims on an RA.
LE	Levy	Used for IRS Levy.
SL	Student Loan Repayment	Used to represent a student loan repayment.
WO	Overpayment Recovery	Used to recover previous overpayment. A reference number (the original ICN and HIC) is applied for tracking purposes.

3	TOTALS:	# of	BILLED	ALLOWED	DEDUCT	COINS	TOTAL	PROV PD	PROV	CHECK
		CLAIMS	AMT	AMT	AMT	AMT	RC AMT	AMT	ADJ AMT	AMT
		5	321.00	211.47	0.34	39.88	109.53	161.25	31.25	108.75
	PROVIDER ADJ DETAILS:			PLB REASON CODE		FCN		HIC	AMOUNT	
				50					15.44	
				FB		0202199306770		9999999999	5.81	

**FCN** - This field indicates the Financial Control Number (FCN) that this adjustment relates to when the adjustment refers to a claim that appeared on a previous SPR. This usually matches the ICN field of the previous claim. If the adjustment in question does not relate to a specific claim, this field is blank.

**HIC** - This field indicates the HIC number of the beneficiary when the adjustment refers to a claim that appeared on a previous SPR. If the adjustment in question does not relate to a specific claim, this field is blank.

**AMOUNT** - This field indicates the amount of the provider-level adjustment. These adjustments can either decrease the payment (a positive number) or increase the payment (a negative number).

#### 4.4.3 Unassigned Claims (Professional SPR)

Figure 4-10 shows the unassigned claims section of a Professional SPR. Unassigned claims are listed separately in this section. All claims in this section display an “N” in the ASG field. Claims and service-line-level information are listed in the same manner as in the assigned claims section. The RA Remark Code for unassigned claims always displays an MA28 code.

SUMMARY OF UNASSIGNED CLAIMS										
PERF	PROV	SERV DATE	POS NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT	COINS	GRP/RC
2	NAME FINE, R. U.			HIC 9999999999	ACNT	FINE7-002		ICN 0202199000150		ASG N
	123456ABC	0526 052602 11	1	99214		60.47	52.58	0.00	10.52	CO-42
	PT RESP	60.47		CLAIM TOTALS		60.47	52.58	0.00	10.52	0.00
	ADJ TO TOTALS:	PREV PD	0.00	INT	0.00	LATE FILING CHARGE	0.00			
	NAME LAWN, MOE D.			HIC 9999999999	ACNT	LAWN4-667		ICN 0202199140370		ASG N
	123456ABC	0222 022202 11	1	99214		60.47	52.58	0.00	10.52	CO-42
	PT RESP	60.47		CLAIM TOTALS		60.47	52.58	0.00	10.52	0.00
	ADJ TO TOTALS:	PREV PD	0.00	INT	0.00	LATE FILING CHARGE	0.00			

**Figure 4-10.** The Unassigned Claims Section of a Professional SPR

##### 4.4.3.1 Unassigned Claims - Adjustments Line (Professional SPR)

The adjustments line may be displayed for unassigned claims. If the payment is going to the beneficiary, it may be suppressed. These fields are described in this section.

**ADJ TO TOTALS** - The unassigned claim section contains an additional line for adjustments. This line can contain the following fields.

**PREV PD** - This field displays the amount previously paid for the rendered services. This field contains a value only when the claim is an adjusted claim.

**INT** - This field displays the interest amount.

**LATE FILING CHARGE** - This field displays the late filing charge.

#### 4.4.4 The Glossary Section (Professional SPR)

The glossary section of a Professional SPR contains a list of all Group Codes, RA Remark Codes, Claim Adjustment Reason Codes, and provider-level adjustment reason codes used on the SPR (see Figure 4-11). Each code is listed with the appropriate definition. Providers should look at this section for an explanation regarding the adjustments made on the SPR. *All RA Remark Codes and Claim Adjustment Reason Codes may be found at [www.wpc-edi.com/codes](http://www.wpc-edi.com/codes) on the web.* Table 4-2 provides a complete listing of provider-level adjustment reason codes that may be found on the Professional SPR.

3	GROUP CODES:	
	PR	Patient Responsibility
	CO	Contractual Obligation
	OA	Other Adjustment
	GLOSSARY: Group, Reason, MOA, Remark and Adjustment Codes	
	CO	Contractual Obligation. Amount for which the provider is financially liable. The patient may not be billed for this amount.
	PR	Patient Responsibility. Amount that may be billed to a patient or another payer.
	42	Charges exceed our fee schedule or maximum allowable amount.
	96	Non-covered charge(s)
	B15	Claim/service denied/reduced because this procedure/service is not paid separately.
		Charges exceed our fee schedule or maximum allowable amount.
	M80	We cannot pay for this when performed during the same session as another approved procedure for this beneficiary
	MA01	(Initial Part B determination, carrier or intermediary) If you do not agree with what we approved for these services, you may appeal our decision. To make sure that we are fair to you, we require another individual that did not process your initial claim to conduct the review. However, in order to be eligible for a review, you must write to us within 6 months of the date of this notice, unless you have a good reason for being late. (An institutional provider, e.g., hospital, SNF, HHA may appeal only if the claim involves a medical necessity denial, a SNF recertified bed denial, or a home health denial because the patient was not homebound or was not in need of intermittent skilled nursing services, and either the patient or the provider is liable under 1879 of the Social Security Act, and the patient chooses not to appeal.) NOTE: If you are a member of the telephone review demonstration, or if telephone reviews are expanded, add the following to the end of the description for MA01. If you meet the criteria for a telephone review, you may phone to request a telephone review.
	MA07	The claim information has also been forwarded to Medicaid for review.
	MA28	Receipt of this notice by a physician who did not accept assignment is for information only and does not make the physician a party to the determination. No additional rights to appeal this decision, above those rights already provided for by regulation/instruction, are conferred by receipt of this notice
	50	Late Filing Reduction
	FB	Forwarding Balance

Figure 4-11. The Glossary Section of a Professional SPR

## 4.5 BALANCING A PROFESSIONAL REMITTANCE ADVICE (RA)

Remittance balancing reconciles differences between payment amounts shown on the Remittance Advice (RA) with the amounts actually billed by the provider. Balancing requires that the total paid is equal to the total billed, plus or minus any payment adjustments. According to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), every electronic transaction issued by a Carrier must balance at the service-line, claim, and transaction levels.

### DISCLAIMER

**The examples included in this section are for demonstration purposes only. The field names may vary depending on the software the provider/receiver uses to view the RA.**

### 4.5.1 What Are the General Rules for Remittance Balancing?

The following Electronic Remittance Advice (ERA) field completion and calculation rules apply to the corresponding fields in the Standard Paper Remittance Advice (SPR):

- The CHECK AMT (BPR02 field in the ERA) is the sum of all claim-level payments, less any provider-level adjustments (PLB segment in the 835);
- Any adjustment applied to the submitted charge and/or units is reported in the claim or service adjustment segments with the appropriate Group Codes, Claim Adjustment Reason Codes, and RA Remark Codes explaining the adjustments. The same adjustment may not be reported at both the claim and the service-line level of an RA. Every provider-level adjustment is reported in the provider-level adjustment section of the SPR (PLB segment in the 835);
- The computed NET field must include PROV PD (the calculated payment to the provider), interest, late filing charges, and previous payments;
- Any positive adjustments (e.g., coinsurance paid by the beneficiary) reduce the provider's amount of payment from Medicare; and
- Any negative adjustments (e.g., interest on a clean claim that is paid after the 30<sup>th</sup> day from receipt) increase the amount of the payment from Medicare. Any adjustment reported with a negative sign reflects an increase in Medicare payment.



## 4.5.2 Transaction-Level Balancing a Professional RA

Transaction-level balancing reconciles the total of all adjustments for all claims listed on the RA. Providers should use transaction-level balancing to reconcile the check amount with the total or sum of all provider-level adjustments.

The transaction-level balancing formula is:

	Total of claim payment amounts included in this RA	
–	Provider-level adjustment(s) made to the claim payments	
	<b>Total Payment Amount</b>	
	(This should match the check or EFT amount)	

### 4.5.2.1 On a Professional ERA

Since Professional ERA formatting varies with the proprietary software used, the vendor should be able to provide specific instructions regarding transaction-level balancing. Often, this software is integrated into a billing/accounting software program that helps streamline provider ERA balancing efforts. However, the following basic instructions for the Professional SPR would apply to the ERA.

### 4.5.2.2 On a Professional SPR

The sum of all provider paid amounts is located in the PROV PD AMT field in each claim segment (see Figure 4-12). The sum of total provider paid adjustment amounts is found in the PROV ADJ AMT field.

<b>3</b>	TOTALS:	# of CLAIMS	BILLED AMT	ALLOWED AMT	DEDUCT AMT	COINS AMT	TOTAL RC AMT	PROV PD AMT	PROV ADJ AMT	CHECK AMT
		5	321.00	211.47	0.34	39.88	109.53	161.25	10.00	151.25

**Figure 4-12.** Highlighted Claim Segments and Fields Used for Transaction-Level Balancing on a Professional SPR

Figure 4-13 shows the figures that are used to balance the SPR shown at the transaction level in Figure 4-12.

<b>Payments Reported on the SPR</b>	<b>\$</b>	<b>NET PROVIDER PAYMENT</b>  <b>\$151.25</b>
NET REIMB	161.25	
(Provider-level adjustments)	(10.00)	
<b>Total Payments</b>	<b>\$151.25</b>	

**Figure 4-13.** A Balanced Professional SPR on the Transaction Level

### 4.5.3 Claim-Level Balancing a Professional RA

Claim-level balancing encompasses the entire claim for one beneficiary. Providers should apply claim-level balancing to settle an individual claim. Claim-level balancing subtracts the sum of all adjustments applied to this claim from the submitted charges for this claim. The same adjustment cannot be taken at both the service-line and claim levels.

The claim-level balancing formula is:

	Total submitted charge for this claim
–	Monetary adjustment amounts applied to this claim
	<b>Paid Amount for this Claim</b>

#### 4.5.3.1 On a Professional ERA

Since Professional ERA formatting varies with the proprietary software used, the vendor should be able to provide specific instructions regarding claim-level balancing. Often, this software is integrated into a billing/accounting software program that helps streamline provider ERA balancing efforts. However, the following basic instructions for the Professional SPR would apply to the ERA.

#### 4.5.3.2 On a Professional SPR

The information necessary to perform claim-level balancing on a Professional SPR is found on the CLAIM TOTALS field (in the middle left-hand side of the SPR in Figure 4-14). This field horizontally lists the total BILLED, DEDUCT, COINS, AMT, and PROV PD amounts for a single claim (see Figure 4-14). Subtracting the DEDUCT, COINS, and AMT amounts in this CLAIM TOTALS from the BILLED amount yields the amount in the PROV PD field.

PERF	PROV	SERV DATE	POS NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT	COINS	GRP/RC	AMT	PROV PD
NAME	MARLOWE, PHILIP			HIC	9999999999	ACNT	MARLO861-316	ICN	0202199306870	ASG	Y	MOA MA01 MA07
123456ABC	0209	020902	11	1	000000	66.00	49.83	0.00	9.97	FR=96	16.17	39.86
PT RESP	9.97					CLAIM TOTALS	66.00	49.83	0.00	9.97	16.17	39.86
ADJS:	PREV PD	10.00		INI	0.00							
CLAIM INFORMATION FORWARDED TO: NEW JERSEY MEDICAID												NET 29.86

**Figure 4-14.** Highlighted SPR Fields Page Used for Claim-Level Balancing on a Professional SPR

Figure 4-15 shows the figures that are used to balance the SPR shown in Figure 4-14 at the claim level.

Adjustments Reported on the SPR	\$	PROV PD
<b>BILLED</b>	<b>66.00</b>	<b>\$39.86</b>
(Adjustments)		
(COINS)	(9.97)	
(AMT)	(16.17)	
<b>Total</b>	<b>\$39.86</b>	

**Figure 4-15.** A Balanced Professional SPR on the Claim Level

#### 4.5.4 Service-Line-Level Balancing a Professional RA

Service-line-level balancing allows the provider to reconcile totals for service-line entries on individual claims.

The service-line-level balancing formula is:

Submitted charge for this service
– Monetary adjustment amount applied to this service
<b>Paid Amount for this Service</b>

##### 4.5.4.1 On a Professional ERA

Since Professional ERA formatting varies with the proprietary software used, the vendor should be able to provide specific instructions regarding service-line-level balancing. Often, this software is integrated into a billing/accounting software program that helps streamline provider ERA balancing efforts. However, the following basic instructions for the Professional SPR would apply to the ERA.

##### 4.5.4.2 On a Professional SPR

Service-line-level balancing subtracts the total amount of all adjustments (including amounts in the DEDUCT, COINS, and AMT columns) from the total amount the provider billed (found in the BILLED column). The resulting amount should equal the amount the provider was paid (found in the PROV PD column). See Figure 4-16.

PERF	PROV	SERV	DATE	POS	NOS	PROC	MODS	BILLED	ALLOWED	DEDUCT	COINS	GRP/RC	AMT	PROV PD
NAME MARLOWE, PHILIP		HIC	9999999999		ACNT	MARLOWE-316		ICN	020199306870		ASG Y	MOA MAUI 1207		
123456ABC	0209	020902	11	1	99213	66.00	49.83	0.00	9.97	PR-96	16.17	39.86		
PT RESP	9.97				CLAIM TOTALS	86.80	49.83	0.00	9.97		16.17	39.86		
ADJST:	PREV PD	10.00			INT	0.00				LATE FILING CHARGE	0.00			
CLAIM INFORMATION FORWARDED TO: NEW JERSEY MEDICAID												NET	29.86	

**Figure 4-16.** Highlighted Fields Used for Service-Line-Level Balancing on a Professional SPR

Figure 4-17 shows the figures that are used to balance the SPR shown in Figure 4-16 at the service-line level.

Adjustments Reported For Claim ICN: 0202199306840	\$	PROV PD
BILLED AMT	66.00	\$39.86
(Adjustments)		
COINS	(9.97)	
AMT	(16.17)	
<b>Total payments</b>	<b>\$39.86</b>	

**Figure 4-17.** Balanced Professional SPR on the Service-Line Level

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## REFERENCE A: ACRONYMS

This list contains acronyms used throughout this Guide.

A/R	Accounts Receivable
AC	All Claims
ADA	American Dental Association
AHIP	America's Health Insurance Plan
AMA	American Medical Association
APC	Ambulatory Payment Classification
ASC	Accredited Standards Committee
ASC	Ambulatory Surgical Center
BCBSA	Blue Cross/Blue Shield Association
BS	Bill Type Summary
CAH	Critical Access Hospital
CDC	Centers for Disease Control and Prevention
CDT	Current Dental Terminology
CMHC	Community Mental Health Center (or Clinic)
CMS	Centers for Medicare & Medicaid Services
COB	Coordination of Benefits
CORF	Comprehensive Outpatient Rehabilitation Facility
CPT	Current Procedural Terminology
CRNA	Certified Registered Nurse Anesthetist

CWF	Common Working File
DHHS	Department of Health & Human Services
DME	Durable Medical Equipment
DMEPOS	Durable Medical Equipment, Prosthetics, Orthotics, and Supplies
DMERC	Durable Medical Equipment Regional Carrier
DRG	Diagnosis Related Group
EDI	Electronic Data Interchange
EFT	Electronic Funds Transfer
EOMB	Explanation of Medicare Benefits
ERA	Electronic Remittance Advice
ESRD	End Stage Renal Disease
FFS	Medicare Fee-for-Service Program
FI	Fiscal Intermediary
FL	Form Locator
FPE	Fiscal Period End
FQHC	Federally Qualified Health Center
FY	Fiscal Year
FYE	Fiscal Year End
GHP	Group Health Plan
HCPCS	Healthcare Common Procedure Coding System
HHA	Home Health Agency
HHPPS	Home Health Prospective Payment System

HHS	Department of Health & Human Services
HIC	Health Insurance Claim
HICN	Health Insurance Claim Number
HIPAA	Health Insurance Portability and Accountability Act of 1996
HIPPS	Health Insurance Prospective Payment System
HIQA	Health Insurance Query A
HIQH	Health Insurance Query for Home Health Agencies
ICD-9-CM	International Classification of Diseases, 9th Revision, Clinical Modification
ICF	Intermediate Care Facility
ICN	Internal Control Number
IHS	Indian Health Service
IRF	Inpatient Rehabilitation Facility
LTCH	Long Term Care Hospital
LUPA	Low Utilization Payment Adjustment
MAC	Medicare Administrative Contractor
MCR	Medicare Contracting Reform
MCR	Medicare Cost Report
MFS	Medicare Fee Schedule
MLN	Medicare Learning Network
MMA	Medicare Prescription Drug, Improvement, and Modernization Act of 2003
MR	Medical Review

MRN	Medical Record Number
MSN	Medicare Summary Notice
MSP	Medicare Secondary Payer
NCHS	National Center for Health Statistics
NCPDP	National Council for Prescription Drug Programs
NDC	National Drug Code
NPI	National Provider Identifier
NUCC	National Uniform Claim Committee
OPPS	Outpatient Prospective Payment System
OPT	Outpatient Physical Therapy
ORF	Outpatient Rehabilitation Facility (also known as Other Rehabilitation Facility)
OT	Occupational Therapy
PCN	Patient Control Number
PIP	Periodic Interim Payment
POS	Place of Service
PPS	Prospective Payment System
PS	Provider Payment Summary
PT	Physical Therapy
RA	Remittance Advice
RAP	Request for Anticipated Payment
RDF	Renal Dialysis Facility
RHC	Rural Health Center (or Clinic)



RHHI	Regional Home Health Intermediary
RUG	Resource Utilization Group
SC	Single Claim
SCHIP	State Children's Health Insurance Program
SNF	Skilled Nursing Facility
SPR	Standard Paper Remittance Advice
ST	Speech Therapy
TOB	Type of Bill
TOP	Transitional Outpatient Payment
WHO	World Health Organization

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## REFERENCE B: GLOSSARY

This list contains terms used throughout this Guide.

### A

**Adjudication** - the process of determining whether a Medicare claim is paid or denied, based on the information submitted and the eligibility of the recipient.

**Adjustment** - an additional payment or reduction in payment at the line, claim, or provider level of a Remittance Advice (RA) that corresponds to a Claim Adjustment Reason Code explaining the adjustment. Additional information may be provided by an RA Remark Code.

**American Medical Association (AMA)** - a national association that develops and promotes medical practice, research, and education on behalf of patients and physicians. A professional organization for physicians. The AMA is the secretariat of the National Uniform Claim Committee (NUCC), which has a formal consultative role under Health Insurance Portability and Accountability Act of 1996 (HIPAA). The AMA also maintains the Current Procedural Terminology (CPT-4) medical code set.

**Appeal** - a special kind of complaint that the provider may be entitled to make if he or she disagrees with a decision to deny or reduce payment for an item or service that he or she provided to a Medicare beneficiary.

**Assigned Claim** - a claim submitted to Medicare by a professional provider who agrees to accept the Medicare-approved charges as payment in full for the rendered services.

**Assigned Provider** - a provider who accepts direct Medicare payments instead of billing the beneficiary.

**Assignment** - a category that indicates that a provider agrees to accept Medicare's fee as full payment. The beneficiary may be responsible for coinsurance and/or deductible amounts.

### B

**Beneficiary** - a person eligible to receive Medicare or Medicaid payment and/or services.

**Benefit Maximum** - the maximum benefit allowed under the insurance plan. Examples include annual or lifetime dollar coverage limits.

**Blue Cross and Blue Shield Association (BCBSA)** - a non-profit corporation representing the Blue Cross and Blue Shield plans on a national level as a coordinating agency in marketing, government relations, and other system wide initiatives. Also owns the Blue Cross Blue Shield mark and sets approval standards. The BCBSA serves as the administrator for the Health Care Code Maintenance Committee and also helps maintain the Healthcare Common Procedure Coding System (HCPCS) Level II Codes.

## **C**

**Carrier** - a non-governmental organization or agency that contracts to serve as the fiscal agent and claim processor between professional providers and suppliers and the Federal Government.

**Centers for Medicare & Medicaid Services (CMS)** - the Federal agency that administers the Medicare program, and works in partnership with the States to administer Medicaid, the State Children's Health Insurance Program (SCHIP), and health insurance portability standards. CMS is responsible for the quality standards in health care facilities through its survey and certification activity. CMS is responsible for oversight of Health Insurance Portability and Accountability Act of 1996 (HIPAA) administrative simplification transaction and code sets, health identifiers, and security standards. CMS also maintains the Healthcare Common Procedure Coding System (HCPCS) medical code set and the Medicare Remittance Advice (RA) Remark Codes administrative code set.

**Claim Adjustment Reason Code** - a national administrative code set that identifies the reasons for any differences, or adjustments, between the original provider charge for a claim or service and the payer's payment for it. This code set is maintained by the Health Care Code Maintenance Committee.

**Claim Level** - the section of a Remittance Advice (RA) that provides information about individual claims.

**Claim Withholding** - a specific type of claim-level adjustment on an institutional provider Remittance Advice (RA) to indicate that a prior payment (e.g., home health first 60-day advance payment) requires adjustment after processing.

**Clean Claim** - a claim that does not require Medicare contractors [Fiscal Intermediaries (FIs), Regional Home Health Intermediaries (RHHIs), Carriers, or Durable Medical Equipment Regional Carriers (DMERCs)] to investigate or develop them outside of their Medicare operations on a prepayment basis.

**Code** - a data element that represents a standardized definition, reason, or condition that relates to the claim or service.

**Common Working File** - a database containing Medicare eligibility and usage data for each beneficiary. The file helps reduce claims overpayment and provides the most current and accurate data on Medicare beneficiaries.

**Community Mental Health Center (or Clinic) (CMHC)** - a facility that provides outpatient mental health services to individuals residing within a specific geographic area.

**Comprehensive Outpatient Rehabilitation Facility (CORF)** - a facility that provides comprehensive rehabilitation services under the supervision of a physician to outpatients with physical disabilities. Services include physical therapy, occupational therapy, and speech pathology services.

**Contractor** - see Medicare Contractor.

**Coordination of Benefits (COB)** - the process for determining the respective responsibilities for a medical claim of two or more health plans or insurance policies that cover the same benefits. If one of the plans is a Medicare health plan, Federal law may determine which plan pays first.

**Critical Access Hospital (CAH)** - a small facility that provides limited outpatient and inpatient hospital services to individuals in rural areas.

**Current Procedural Terminology (CPT-4) Codes** - a uniform coding system that consists of descriptive terms and identifying codes that are used primarily to identify medical services and procedures furnished by providers and is maintained by the American Medical Association (AMA).

## **D**

**Denial** - the nonpayment of a processed claim for an identified coverage or medical necessity reason.

**Department of Health & Human Services (DHHS)** - the agency that administers many of the “social” programs at the Federal level regarding the health and welfare of the citizens of the U.S. It is the “parent” of CMS.

**Diagnosis Related Group (DRG)** - a classification system that groups patients according to diagnosis, type of treatment, age, and other relevant criteria.

**Durable Medical Equipment (DME)** - any reusable medical equipment ordered by a physician for use in a beneficiary’s home (e.g., walker, wheelchair, hospital bed).

**Durable Medical Equipment Regional Carrier (DMERC)** - a Medicare contractor that provides claims processing and payment of Durable Medical Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS) for a designated region of the country.

## **E**

**Electronic Funds Transfer (EFT)** - an electronic transfer of Medicare payments directly to a provider’s financial institution.

**Electronic Remittance Advice (ERA)** - a Remittance Advice (RA) transmitted in an electronic format.

**End Stage Renal Disease (ESRD)** - a condition of permanent kidney failure that is severe enough to require lifetime dialysis or a kidney transplant.

**Explanation of Medicare Benefits (EOMB)** - this has been replaced by the Medicare Summary Notice (MSN). See Medicare Summary Notice (MSN).

## **F**

**Fee Schedule** - a complete listing of fees used by health plans to pay doctors or other providers.

**Field** - the location in the Remittance Advice (RA) that represents specific claim processing data.

**Fiscal Intermediary (FI)** - a non-governmental organization or agency that contracts to serve as the fiscal agent and claim processor between institutional providers and the Federal Government.

**Flat File** - this term usually refers to a file that consists of a series of fixed-length records that include some sort of record type code. In this Guide, it refers to the original transmitted Electronic Remittance Advice (ERA) file received before it is deciphered by software.

## **G**

**Group Codes** - the codes used to identify the general category of payment adjustment. A group code must always be used in conjunction with a Claim Adjustment Reason Code to show liability for amounts not covered by Medicare, or to identify a correction or reversal of a prior decision.

**Group Health Plan (GHP)** - a health insurance plan sponsored by either a patient's (or the spouse's) employer where a single employer of 20 or more employees is the sponsor and/or contributor to the GHP, or two or more employers are sponsors and/or contributors and at least one of them has 20 or more employees.

## **H**

**Healthcare Common Procedure Coding System (HCPCS)** - a uniform method for providers and suppliers to report professional services, procedures, and supplies. HCPCS includes Current Procedure Technology (CPT) codes (Level I) and national alphanumeric codes (Level II).

**Healthcare Common Procedure Coding System (HCPCS) Modifier** - a two-digit alphanumeric code used in conjunction with a procedure code to provide additional information about the service.

**Health Insurance Portability and Accountability Act of 1996 (HIPAA)** - the Centers for Medicare & Medicaid Services (CMS) is responsible for implementing various unrelated provisions of HIPAA, therefore HIPAA may mean different things to different people. Title I of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects health insurance coverage for workers and their families when they change or lose their jobs. The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Title II) require the Department of Health & Human Services to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers.

**Home Health Agency (HHA)** - a public or private organization that specializes in giving in-home skilled nursing and other therapeutic services, such as physical therapy.

**Hospital** - an institution with organized medical staff that is primarily engaged in providing diagnostic, therapeutic, and/or rehabilitation services to inpatients (injured, disabled, or sick persons).

**I**

**Inpatient Rehabilitation Facility (IRF)** - a hospital that provides specialized care for patients recovering from specified conditions that require intensive inpatient rehabilitation therapy. It may be a freestanding facility or a distinct part of a hospital complex.

**Institutional Provider** - a facility-based health care organization [including hospitals, Skilled Nursing Facilities (SNFs), Home Health Agencies (HHAs), hospices, and others] that submits claims to Fiscal Intermediaries (FIs) and Regional Home Health Intermediaries (RHHIs).

**International Classification of Diseases 9th Edition Clinical Modification (ICD-9-CM) Codes** - a medical code set maintained by the World Health Organization (WHO). The primary purpose of this code set was to classify causes of death. A U.S. extension, maintained by the National Center for Health Statistics (NCHS) within the Centers for Disease Control and Prevention (CDC), identifies morbidity factors, or diagnoses. The ICD-9-CM codes have been selected for use in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) transactions. These codes rarely appear on a Remittance Advice (RA).

**L**

**Long Term Care Hospital (LTCH)** - a facility that generally treats patients who require hospital-level care for greater than 25 days. It may be a freestanding facility or a separate and distinct part of a hospital complex.

**M**

**Maximum Allowed** - the maximum benefit allowed for a particular medical service.

**Medical Code Sets** - any clinical codes used in transactions to identify what procedures, services, and diagnoses pertain to a patient encounter.

**Medicare Administrative Contractor (MAC)** - the new contracting organization that is responsible for the receipt, processing, and payment of Medicare claims. In addition to providing core claims processing operations for both Part A and Part B, they will perform functions related to: Beneficiary and Provider Service, Appeals, Provider Outreach and Education (also referred to as Provider Education and Training), Financial Management, Program Evaluation, Reimbursement, Payment Safeguards, and Information Systems Security.

**Medicare Contractor** - a private health insurer that processes Medicare claims and makes payments to providers of services and to beneficiaries. See also Carrier, Durable Medical Equipment Regional Carrier (DMERC), Fiscal Intermediary (FI), and Regional Home Health Intermediary (RHHI).

**Medicare Secondary Payer (MSP)** - the term used when Medicare is not responsible for paying first on a claim; some individuals have other insurance or coverage that must pay before Medicare pays for some services [e.g., Group Health Plan (GHP)].

**Medicare Summary Notice (MSN)** - a notice that is sent to a Medicare beneficiary after the provider files a claim for Part A or Part B services under the Original Medicare Plan. This notice explains what the provider billed for, the Medicare-approved amount, how much Medicare paid, and what the Medicare beneficiary may pay [formerly Explanation of Medicare Benefits (EOMB)].

## **N**

**Non-Assigned Claim** - a type of claim that may only be filed by a non-participating Medicare physician or applicable non-physician practitioner. When a non-assigned claim is filed, the beneficiary is reimbursed directly.

**Non-Assigned Provider** - a provider who does not accept direct Medicare payments and bills the beneficiary instead.

**Non-Clinical Code Sets** - a group of codes that characterize a general administrative situation, rather than a medical condition or service (also referred to as non-medical code sets).

**Non-Covered Charges** - the charges not covered by Medicare, Medicaid, or private health insurance.

**Non-Medical Code Sets** - a group of codes that characterize a general administrative situation, rather than a medical condition or service (also referred to as non-clinical code sets).

**Non-Participating Provider** - a provider who does not accept assignment on all Medicare claims. See also Non-Assigned Provider.

## **O**

**Offset** - the recovery by Medicare of a (non-Medicare) debt by reducing present or future Medicare payments and applying the amount withheld to the previous debt.

**Outpatient Rehabilitation Facility (ORF)** - any rehabilitation facility that provides outpatient services to help the beneficiary recover from an illness or an injury (also known as Other Rehabilitation Facility).

## **P**

**Part A** - referred to as “Hospital Insurance”, helps cover services and supplies related to inpatient hospital stays; Skilled Nursing Facility (SNF) care following a related, covered three-day hospital stay; some home health care; and hospice care for the terminally ill.

**Part B** - referred to as “Medical Insurance”, helps cover doctors’ services, certain medical items, and outpatient care. Also covers medical services such as outpatient physical therapy and some home health care furnished by hospitals, Skilled Nursing Facilities (SNFs), and other institutional providers when the beneficiary does not qualify for Part A benefits.

**Participating Provider** - a provider who agrees to accept assignment on all Medicare claims. The provider may bill the beneficiary only for Medicare deductible and/or coinsurance amounts. See also Assigned Provider.



**Penalty Withholding** - a specific type of claim-level adjustment on a Remittance Advice (RA) indicating the act of withholding payment benefits due to a penalty that has been imposed.

**Physician** - an individual licensed under State law to practice medicine or osteopathy.

**Professional Provider** - an individual physician or other recognized health care practitioner, or a group of such individuals, or a supplier that submits claims to Carriers and Durable Medical Equipment Regional Carriers (DMERCs).

**Provider** - a physician, health care professional, hospital, or health care facility approved to furnish care to Medicare beneficiaries and to receive payment from Medicare.

## **R**

**Refund** - an adjustment made at the provider level of the current payment to indicate changes that Medicare is making on a prior payment. For example, a provider requested by a Medicare contractor to refund an overpayment, could choose to have the overpayment taken out of the next payment.

**Regional Home Health Intermediary (RHHI)** - an organization that contracts with Medicare to pay home health and hospice bills and to audit home health physicians.

**Rejected Claim** - a claim that is rejected due to technical errors, including missing or erroneous required data elements. These claims are not processed and do not generate a Remittance Advice (RA).

**Remittance** - the payment of a Medicare claim by a Medicare contractor.

**Remittance Advice (RA)** - a document that explains the reimbursement decision made by the Medicare contractor; this explanation may include the reasons for payments, denials, and/or adjustments for processed claims. Also serves as a companion to claim payments.

**Remittance Advice (RA) Remark Code** - a code used within RA to convey information about remittance processing or to provide a supplemental explanation for an adjustment already described by a Claim Adjustment Reason Code.

**Remittance Balancing** - the act of reconciling (or settling) differences between payments shown on the Remittance Advice (RA) as compared to amounts actually billed by the provider.

**Remittance Notice** - the previous term for a Remittance Advice (RA). It is a summarized statement for providers, including payment information for one or more beneficiaries. See also Remittance Advice (RA).

**Rural Health Center (or Clinic) (RHC)** - an outpatient facility that is primarily engaged in furnishing physicians' and other medical services that meets other requirements designated to ensure the health and safety of individuals served by the center. The center must be located in a medically underserved area that is not urbanized as defined by the U.S. Bureau of Census.

## **S**

**Service-Line Level** - the section of a Remittance Advice (RA) that provides information about individual services billed on a claim.

**Skilled Nursing Facility (SNF)** - an institution or distinct part of an institution that has a transfer agreement with one or more hospitals. This facility is primarily engaged in providing inpatient skilled nursing care or rehabilitation services but does not provide the level of care or treatment available in a hospital.

**Standard Paper Remittance Advice (SPR)** - a Remittance Advice (RA) transmitted in a paper format.

**Supplier** - an entity that provides Durable Medical Equipment (DME).

## **T**

**Transaction Level** - the section of a Remittance Advice (RA) that provides information about all claims appearing on the RA.

**Translator Software** - any software application that converts the electronic flat file to a user-friendly format on the provider's computer screen.

## **U**

**Unbundling** - an act that occurs when a service that is considered part of the basic allowance of another procedure, is billed separately to Medicare. Medicare does not allow billing for incorrect unbundled services.

## **W**

**Withholding** - an act that occurs when a percentage of payment or set dollar amounts are deducted (adjusted) from the payment to the provider during claim processing that may or may not be returned depending on specific predetermined factors. The Remittance Advice (RA) contains Claim Adjustment Reason Codes explaining the reason for the withholding adjustment.

## REFERENCE C: WEBSITES AND PHONE NUMBERS

**Please note that all of the following information was accurate at the time of printing; however, information is subject to change.**

Web Page References	
Centers for Medicare & Medicaid Services (CMS) Home Page	<a href="http://www.cms.hhs.gov">www.cms.hhs.gov</a>
CMS Health Insurance Portability and Accountability Act of 1996 (HIPAA) Administrative Simplification - Transactions & Code Sets	<a href="http://www.cms.hhs.gov/hipaa/hipaa2/regulations/transactions/default.asp">www.cms.hhs.gov/hipaa/hipaa2/regulations/transactions/default.asp</a>
CMS Medicare Claims Processing Manual	<a href="http://www.cms.hhs.gov/manuals/104_claims/clm104index.asp">www.cms.hhs.gov/manuals/104_claims/clm104index.asp</a>
CMS Medicare Contracting Reform (MCR)	<a href="http://www.cms.hhs.gov/medicarereform/contractingreform">www.cms.hhs.gov/medicarereform/contractingreform</a>
CMS Medicare Coordination of Benefits (COB)	<a href="http://www.cms.hhs.gov/medicare/cob/">www.cms.hhs.gov/medicare/cob/</a>
CMS Medicare Durable Medical Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS) Information Resource	<a href="http://www.cms.hhs.gov/suppliers/dmepos/default.asp">www.cms.hhs.gov/suppliers/dmepos/default.asp</a>
CMS Medicare Electronic Data Interchange	<a href="http://www.cms.hhs.gov/providers/edi/">www.cms.hhs.gov/providers/edi/</a>
CMS Medicare Fee-for-Service Providers Home Page	<a href="http://www.cms.hhs.gov/providers/">www.cms.hhs.gov/providers/</a>
CMS Medicare HCPCS Information	<a href="http://www.cms.hhs.gov/medicare/hcpcs/default.asp">www.cms.hhs.gov/medicare/hcpcs/default.asp</a>
CMS Medicare HIPAA Documents	<a href="http://www.cms.hhs.gov/providers/edi/hipaadoc2.asp">www.cms.hhs.gov/providers/edi/hipaadoc2.asp</a>
CMS Medicare Learning Network (Medlearn)	<a href="http://www.cms.hhs.gov/medlearn/">www.cms.hhs.gov/medlearn/</a>
CMS Medicare Payment Rates	<a href="http://www.cms.hhs.gov/providers/pufdownload/default.asp">www.cms.hhs.gov/providers/pufdownload/default.asp</a>
CMS Medicare Physician Fee Schedule Lookup Tool	<a href="http://www.cms.hhs.gov/physicians/mpfsapp/default.asp">www.cms.hhs.gov/physicians/mpfsapp/default.asp</a>
CMS Paper Forms & Instructions	<a href="http://www.cms.hhs.gov/providers/edi/edi5.asp">www.cms.hhs.gov/providers/edi/edi5.asp</a>
CMS Physician Fee Schedule	<a href="http://www.cms.hhs.gov/physicians/pfs/">www.cms.hhs.gov/physicians/pfs/</a>
CMS Place of Service Codes for Professional Claims	<a href="http://www.cms.hhs.gov/states/poshome.asp">www.cms.hhs.gov/states/poshome.asp</a>
Accredited Standards Committee (ASC) X12 Implementation Guide Interpretation Website	<a href="http://www.x12.org">www.x12.org</a>
Washington Publishing Company Code Lists	<a href="http://www.wpc-edi.com/codes">www.wpc-edi.com/codes</a>
Washington Publishing Company HIPAA Implementation Guides	<a href="http://www.wpc-edi.com/HIPAA">www.wpc-edi.com/HIPAA</a>

Address and Phone Number References		
<b>Please note that all of the following information was accurate at the time of printing; however, information is subject to change.</b> Contact information for entities such as Fiscal Intermediaries (FIs), Regional Home Health Intermediaries (RHHIs), Carriers, and Durable Medical Equipment Regional Carriers (DMERCs) is available at <a href="http://www.cms.hhs.gov/contacts">www.cms.hhs.gov/contacts</a> on the CMS website.		
Submitting Medicare Claims		
Resource	Phone Number and/or URL	
FI, RHHI, DMERC, Carrier Database	<a href="http://www.cms.hhs.gov/contacts">www.cms.hhs.gov/contacts</a>	
FI and Carrier Directory	<a href="http://www.cms.hhs.gov/contacts/incardir.asp">www.cms.hhs.gov/contacts/incardir.asp</a>	
Medicare Coordination of Benefits (COB) Contractor	Toll free: 800-999-1118 Toll free TTY: 800-318-8782	
Troubleshooting Denials and Claim Rejections		
Resource	Address	Phone Number and/or E-mail Address
Department of Health & Human Services/Office of Inspector General Hotline	Office of the Inspector General (Department of Health & Human Services) Attn: HOTLINE 330 Independence Avenue, SW PO Box 23489 HHS Tips Fraud Washington, DC 20201	Toll free: 800-447-8477 Toll free TTY: 800-377-4950 Fax: 800-223-8164 E-mail: HHSTIPS@OIG.HHS.GOV
Medicare Beneficiary Help Line	N/A	Toll free: 800-MEDICARE (800-633-4227) Toll free TTY/TDD: 877-486-2048
Introduction to the Health Insurance Portability and Accountability Act of 1996 (HIPAA)		
Resource	Address	Phone Number and/or E-mail Address
HIPAA Hotline	N/A	Toll free: 866-282-0659 Toll free TTY: 877-326-1166

## REFERENCE D: RESOURCES

The following resources were used to compile this Guide. Please note that all information was accurate at the time of printing; however, information is subject to change.

Medicare Resources	
<b>Manuals</b>	<p><i>Medicare Claims Processing Manual</i>, Chapters 1, 22, 23, 31  <a href="http://www.cms.hhs.gov/manuals/104_claims/clm104index.asp">www.cms.hhs.gov/manuals/104_claims/clm104index.asp</a></p> <p><i>Medicare Program Integrity Manual</i>, Chapter 7  <a href="http://www.cms.hhs.gov/manuals/108_pim/pim83toc.asp">www.cms.hhs.gov/manuals/108_pim/pim83toc.asp</a>  <a href="http://www.cms.hhs.gov/manuals/">www.cms.hhs.gov/manuals/</a></p>
<b>Transmittals/ Change Requests</b>	<p><b>Transmittals</b>  <b><i>Medicare Claims Processing Manual</i></b>            Pub. 100-4; Transmittal 32; CR 2975, November 21, 2003            Pub. 100-4; Transmittal 154; CR 3227, April 30, 2004            Pub. 100-4; Transmittal 252; CR 3344, July 23, 2004            Pub. 100-4; Transmittal 313; CR 3466, October 15, 2004            Pub. 100-4; Transmittal 438; CR 3645, January 21, 2005</p> <p><b><i>Medicare Benefit Policy Manual</i></b>            Pub. 100-2; Transmittal 29; CR 2900, December 19, 2003</p> <p><b>Program Memoranda</b>            Transmittal A-01-57; CR 1522, April 30, 2001            Transmittal B-01-35; CR 1523, April 30, 2001            Transmittal B-01-76; CR 1953, December 11, 2001            Transmittal AB-03-026; CR 2385, February 21, 2003</p>
<b>Medlearn</b>	<p><a href="http://www.cms.hhs.gov/medlearn/matters/">www.cms.hhs.gov/medlearn/matters/</a></p> <p>Medlearn Matters Article # SE0408, January 1, 2004            Medlearn Matters Article # MM3109, February 6, 2004            Medlearn Matters Article # MM3227, April 30, 2004            Medlearn Matters Article # SE0447, September 21, 2004            Medlearn Matters Article # MM3466, October 15, 2004            Medlearn Matters Article # SE0451, November 23, 2004            Medlearn Matters Article # MM3236, December 6, 2004</p>

<b>Websites</b>	<p>CMS Home Page: <a href="http://www.cms.hhs.gov">www.cms.hhs.gov</a></p> <p>CMS Acronyms: <a href="http://www.cms.hhs.gov/acronyms">www.cms.hhs.gov/acronyms</a></p> <p>CMS Forms: <a href="http://www.cms.hhs.gov/forms">www.cms.hhs.gov/forms</a></p> <p>CMS Glossary: <a href="http://www.cms.hhs.gov/glossary">www.cms.hhs.gov/glossary</a></p> <p>CMS Healthcare Common Procedure Coding System (HCPCS): <a href="http://www.cms.hhs.gov/medicare/hcpcs/default.asp">www.cms.hhs.gov/medicare/hcpcs/default.asp</a></p> <p>Physician Information Resource for Medicare: <a href="http://www.cms.hhs.gov/physicians/">www.cms.hhs.gov/physicians/</a></p>
<b>Medicare Resources</b>	
<b>Websites</b>	<p>Medicare Paper Claims Forms (CMS-1500, CMS-1450) and Instructions: <a href="http://www.cms.hhs.gov/providers/edi/edi5.asp">www.cms.hhs.gov/providers/edi/edi5.asp</a></p> <p>Medicare HIPAA Documents: <a href="http://www.cms.hhs.gov/providers/edi/hipaadoc1.asp">www.cms.hhs.gov/providers/edi/hipaadoc1.asp</a></p>
<b>Additional Documents</b>	<p>CMS HIPAA Information Series: 4. Overview of Electronic Transactions &amp; Code Sets, May 2003 <a href="http://www.cms.hhs.gov/hipaa/hipaa2/education/infoserie/4-tcs.PDF">www.cms.hhs.gov/hipaa/hipaa2/education/infoserie/4-tcs.PDF</a></p> <p><i>Reference Guide for Medicare Physician &amp; Supplier Billers</i>, April 2004 <a href="http://www.cms.hhs.gov/medlearn/pubs.asp">www.cms.hhs.gov/medlearn/pubs.asp</a></p>
<b>External Resources for Remittance Advice (RA) Topics</b>	
<p>004010X091, 835 Implementation Guide <a href="http://www.wpc-edi.com/codes">www.wpc-edi.com/codes</a></p>	

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